

Household Moving Allowance State of South Dakota

When Application and Authorization sections
are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

Please check one:



State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.



Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Spencer Carstens

Name of Applicant

19.19 hourly

Yearly Salary

Brookings, SD

City, State Moving From

090312

Bureau of Human Resources Class Code

Conservation Officer

New Position Title

Wall

New Post of Duty (City)

March 5th 2018

Employment Date with the State

Game, Fish and Parks

Agency Employed By

November 2018

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.



Signature of Applicant

11-6-18

Date

Authorization



The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Kelly R. Hepler

Name of Authorized Agent

K R Hepler

Signature of Authorized Agent

11/14/18

Date

Cabinet Secretary

Position/ Title of Authorized Agent

GFP

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



DEPARTMENT OF GAME, FISH, AND PARKS

Foss Building
523 East Capitol
Pierre, South Dakota 57501-3182

October 29, 2018

Spencer Carstens
Conservation Officer
South Dakota Game, Fish & Parks
4130 Adventure Trail
Rapid City, SD 57702

Dear Spencer:

Congratulations on your successful completion of the Wildlife Training Officer Program. By this letter, I am advising that you will be permanently assigned to the vacant conservation officer duty station in Wall. District Conservation Officer Supervisor Adam Geigle will serve as your immediate supervisor. There is no salary adjustment associated with this transfer.

Once you have relocated your residence to Wall, but no later than November 22, 2018, your assigned duty station will become your home station for purposes of travel reimbursement expenses. State rules allow the agency to pay per diem (meals & lodging) up to a maximum of 20 working days during this timeframe from October 24, 2018 – November 22, 2018 while you are relocating. This is an hourly position, your current hourly rate will remain the same at (\$19.19 per hour) and benefit package will remain the same.

Because we feel it to be important for our conservation officers to form close relationships with citizens in the communities they serve, I strongly encourage you to live within the community designated as your home duty station. We do have an "Employee Living Distance Policy" which states the following:

"Except upon prior authorization from the Wildlife Division Director, conservation officers and other law enforcement staff who are assigned agency vehicles must live within 10 miles of the community designated as their assigned duty station. Officer requests to live more than 10 miles from their assigned duty station or outside of their designated work district will be evaluated to ensure the distance will not interfere with job duties, not affect response time, not hamper public services, and is appropriate considering all factors. The Wildlife Division Director may stipulate the state be reimbursed for use of the assigned vehicle as a condition of approval."

I am aware that Law Enforcement Administrator Andy Alban will be sending you a Household Moving Allowance application, along with copies of the applicable statutes/rules pertaining to moving expenses, via email. Please complete this form as soon as possible and return it to Rachel Comes at the address listed above. She will process your application and gain approval for your move from the Board of Finance at their next regular meeting. Please note that the Board of Finance only meets once a month.

As per the rules governing moves, you may contact a household moving company and have them move you or you may rent a moving truck or trailer and move your household goods yourself. If you elect to contact a moving company, please direct them to send the bill to the Rapid City Regional Office. If you choose to move yourself, the Department will reimburse you for costs associated with your move on your travel reimbursement. Please be

sure to keep any bills or receipts should you decide to move yourself. Finally, the state will reimburse you high rate mileage one time (one way) to move your personal vehicle to your new duty station, so please be sure to include that reimbursement request on your travel reimbursement request.

We are excited to have you permanently assigned to the Wall CO duty station (Central District) and welcome you as a new Region 1 employee. If you have any questions, don't hesitate to contact your immediate supervisory staff or myself.

Sincerely,

A handwritten signature in black ink, appearing to read "John Kahta", written in a cursive style.

John Kahta
Regional Supervisor

cc: Jeff Wilson, Human Resources Manager
Tony Leif Wildlife Division Director
Andy Alban, Law Enforcement Administrator
Brandon Gust, Conservation Officer Training Supervisor
Jim McCormick, Regional Conservation Officer Supervisor
Adam Geigle, District Conservation Officer Supervisor
Rachel Comes, Executive Secretary

Household Moving Allowance*

State of South Dakota

*For moves less than 50 miles only

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Please check one:



State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.



Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of moving expenses.

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Application

Luke Dreckman

Name of Applicant

\$42,203.20

Yearly Salary

Canton, SD

City, State Moving From

District Park Manager

New Position Title

Garretson

New Post of Duty (City)

GF&P


Agency Employed By

12-2018

Expected Month/Year of Move

Bureau of Human Resources Class Code

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.


Signature of Applicant

12-10-18
Date

Authorization

☒ The undersigned agent hereby certifies that the above agency ordered the applicant to move as indicated and that the move will be for the benefit of the State of South Dakota. The Agent further declares that to the best of my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

Kelly R. Hepler
Name of Authorized Agent


Signature of Authorized Agent

1/4/19
Date

Cabinet Secretary
Position/ Title of Authorized Agent

GF&P
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Note: This form is for moves of less than 50 miles only. When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

43349 SD HWY 52 | YANKTON, SD 57078

November 16, 2018

Lucas Dreckman
Newton Hills State Park
28767 482nd Avenue
Canton SD 57013-9212

Dear Luke:

Congratulations on your appointment to the position of District #7 Park Supervisor at Palisades State Park, Garretson, South Dakota. I am pleased that you have accepted the position and am looking forward to working with you.

The starting date for your position will be November 24, 2018. Your starting wage will be \$20.29 per hour and I will be your supervisor. Please work directly with Rachel Comes on your moving arrangements. You may contact her at (605) 773-3718.

Once again, congratulations Luke and I am really excited to work with you as the Palisades District Park Supervisor. If you have any questions please give me a call.

Sincerely,

Jeffrey A. VanMeeteren
SE Region Park Supervisor

JAV/jms

cc Jeff Wilson, Bureau of Personnel

Katie Ceroll, Division Director of Parks and Recreation

Bob Schneider, Assistant Director of Operations

Household Moving Allowance State of South Dakota

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Pierre SD 57501 Phone: 605-773-3537

Please check one:



State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.



Professional Recruitment (SDCL 3-9-12)

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Application

Trevor Johnson

Name of Applicant

39915.20

Yearly Salary

Sioux Falls, SD

City, State Moving From

Conservation Officer

New Position Title

Huron, SD

New Post of Duty (City)

8/14/2018

Employment Date with the State

SD Game, Fish & Parks

Agency Employed By

August

Expected Month/Year of Move

Bureau of Human Resources Class Code

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The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Signature of Applicant

Date

9-4-18

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Name of Authorized Agent

Signature of Authorized Agent

Date

11/4/19

Position/ Title of Authorized Agent

Agency of Authorized Agent

Cabinet Secretary

GFP

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

4500 SOUTH OXBOW | SIOUX FALLS, SD 57106

July 12, 2018

Trevor Johnson
Wildlife Conservation Officer
1402 W. Sunset Drive
Sioux Falls, SD 57015

Dear Trevor,

By this letter, I am advising you that you have been selected to fill the conservation officer position in Huron, SD. Following final completion of your training and your move to your assigned duty station, Huron will become your home duty station for purposes of per diem and lodging expenses beginning August 14, 2018.

Your salary will be set at \$19.19 per hour and District Conservation Officer Supervisor Jeremy Roe will be your immediate supervisor. Please work closely with me and your District CO Supervisor Jeremy in scheduling and the transition process.

As you know, the Department will pay moving expenses up to one month's salary for this transfer. Rachel Comes will be sending you the Moving Authorization Form for you to complete and return to her as soon as possible.

If you have any questions, Trevor, don't hesitate to contact me or District CO Supervisor Jeremy Roe. Best wishes in your new duty station and welcome to Region 3.

Respectfully,

Marty Pennock
Regional Conservation Officer Supervisor

Cc: Tony Leif, Division Director
Jeff Wilson, Human Resources Manager
Emmett Keyser, Regional Supervisor
Jeremy Roe, District CO Supervisor
Andy Alb an, Law Enforcement Administrator
Brandon Gust, Law Enforcement Training Supervisor

Household Moving Allowance State of South Dakota

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

Please check one: *LRH*

- ☒ State Transfer (SDCL 3-9-9)
☐ Full-time continuous employment for 6 months.
☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

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Application

Jason Jungwirth

Name of Applicant

\$50,049.36

Yearly Salary

400487

Bureau of Human Resources Class Code

Mobridge, SD

City, State Moving From

Senior Wildlife Biologist

New Position Title

Ft. Pierre

New Post of Duty (City)

June 11, 2018

Employment Date with the State

Game, Fish and Parks

Agency Employed By

August 2018

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Jason Jungwirth
Signature of Applicant

9/24/18
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Kelly R. Hepler
Name of Authorized Agent

KRH
Signature of Authorized Agent Date

Cabinet Secretary
Position/ Title of Authorized Agent

GFP
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

10/16/18
Date

Jerisa J. Bray, Deputy Secretary
Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



DEPARTMENT OF GAME, FISH, AND PARKS

Foss Building
523 East Capitol
Pierre, South Dakota 57501-3182

April 30, 2018

Jason Jungwirth
Mobridge GFP Office
909 Lake Front Drive
Mobridge, SD 57601

Mr. Jason Jungwirth,

Congratulations on your selection to fill the Senior Aquatic Habitat Biologist position in Ft. Pierre, SD. Your pay grade will be GK with a starting salary of \$50,049.36 annually. The starting date for your new appointment will be June 11, 2018. Please report to the Missouri River Fisheries Center in the Ft. Pierre District Office at 8 AM Central Time.

You have been recruited as professional staff and the Department will reimburse your actual moving expenses from Missouri to Pierre, SD, up to a maximum of one month's salary (\$4,170.78). I will send you additional information concerning the protocol for this reimbursement.

Again, congratulations and we look forward to working with you.

Sincerely,

Geno Adams | Fisheries Program Administrator
South Dakota Game, Fish and Parks
523 East Capitol Avenue | Pierre, SD 57501
605.773.4607 | Geno.Adams@state.sd.us

Household Moving Allowance State of South Dakota

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500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

Please check one:

- ☒ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- ☐ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

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Application

Andrew Norton

Name of Applicant

57,420.00

Yearly Salary

Mankato, MN

City, State Moving From

090213 - GK

Bureau of Human Resources Class Code

Senior Wildlife Biologist

New Position Title

Rapid City, SD

New Post of Duty (City)

11/19/2018

Employment Date with the State

SD GFP

Agency Employed By

11/2018

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

Signature of Applicant

11/20/2018

Date

Authorization

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Kelly R. Hepler

Name of Authorized Agent

KRH 12/3/18

Signature of Authorized Agent

Date

Cabinet Secretary

Position/ Title of Authorized Agent

SD GFP

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

October 16, 2018

Andrew Norton
53800 208th Ln
Mankato, MN 56001

Dear Andrew:

Congratulations!

You have been selected to fill the position of Senior Wildlife Biologist—Big Game Program with the Division of Wildlife, Department of Game, Fish, and Parks. The position Job Code is 090213 and the pay grade is GK. The job is a salaried position and your starting annual salary will be \$57,420.00 per year. The Department agrees to reimburse you for eligible moving expenses as outlined in state law (additional information will be provided to you in the near future on household moving allowances). Your effective hire date will be November 19, 2018. Your work place will be located at the Outdoor Campus West in Rapid City and I will be your immediate supervisor.

Please let me know if you have any questions relating to your new position. My office number is 605-773-4193 and cell number is 605-280-9035.

Again, congratulations and I look forward to working with you in your new job and role within the Division of Wildlife.

Sincerely,

Chad Switzer
Wildlife Program Administrator

Cc: Tony Leif
Tom Kirschenmann
Jeff Wilson

Household Moving Allowance State of South Dakota

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are completed, please submit the original to:

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Pierre SD 57501 Phone: 605-773-3537

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
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- ☒ Professional Recruitment (SDCL 3-9-12)
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Application

Jeanette McGreevy

Name of Applicant

\$90,000.00

Yearly Salary

00344

Bureau of Human Resources Class Code

Des Moines, IA

City, State Moving From

Director of Institutional Effectiveness & Assessment

New Position Title

Madison, SD

New Post of Duty (City)

February 1, 2019

Employment Date with the State

Dakota State University

Agency Employed By

January 2019

Expected Month/Year of Move

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The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Jeanette McGreevy

Digitally signed by Jeanette McGreevy
Date: 2018.12.19 14:13:43 -06'00'

Signature of Applicant

12/19/2018

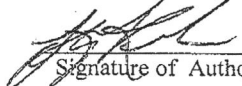
Date

Authorization

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Stacy Krusemark

Name of Authorized Agent

 12-20-18

Signature of Authorized Agent Date

VP Business & Admin Services

Position/ Title of Authorized Agent

Dakota State University

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



Dakota State University • 820 North Washington Ave. • Madison, SD 57042

MEMORANDUM

DATE: December 17, 2018

TO: Jeanette mcGreevy
jeanettemcgreevy@aol.com

FROM: José-Marie Griffiths, Ph.D.
Dakota State University President

RE: New Appointment within Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Director of Institutional Effectiveness and Assessment in the Office of Institutional Research at Dakota State University. The effective date of this appointment is February 1, 2019. Your salary will be \$90,000.00 for the period of June 22, 2018 to June 21, 2019 and is based on 12 months at 100%. This salary will be prorated to reflect the later starting date, February 1, 2019 and period left in the current fiscal year.

Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. Therefore, you will receive your first paycheck for February 1st – February 21st on February 28th. Your supervisor will be Dr. Scott McKay, Provost/Vice President for Academic Affairs at Dakota State University. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

The employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The appointment shall commence on February 1, 2019. The employment may be renewed for the next fiscal year at the sole pleasure of the Board. If the Board elects to renew an appointment, it may do so under whatever changed or additional terms and conditions it chooses.

This offer is contingent on approval by the South Dakota Board of Regents, the successful completion of a pending background authorization check and successful receipt of employment authorization paperwork. Should the background report come back with information that would change the contents of this contract, or you are unable to provide employment authorization documents, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. In addition to the intellectual properties, I have also included a conflict of interest and an employee background check authorization form. Please indicate your acceptance of this appointment by signing this letter of acceptance and all related employment documents through DocuSign, which offers an electronic, legally binding signature. The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University.

JK

As a Director of Institutional Effectiveness and Assessment , your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$7,500 in moving expense reimbursement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing this letter of acceptance through DocuSign. DocuSign will route the signed forms to the attention of Human Resources.

I look forward to having you join the team at Dakota State in this new role.

Sincerely,

José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures:

Intellectual Property Form
Conflict of Interest Form
Background Authorization Form

cc: Dr. Scott McKay
Human Resources/Payroll
Personnel File

I accept the job offer outlined above.

Jeannette Sue McGrew

December 17, 2018

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

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Application

Alex Wollman

Name of Applicant

\$58,000.00

Yearly Salary

00900

Bureau of Human Resources Class Code

Columbia, MD

City, State Moving From

Instructor of Computer & Cybersciences

New Position Title

Madison, SD

New Post of Duty (City)

August 2019

Employment Date with the State

Dakota State University

Agency Employed By

May 2019

Expected Month/Year of Move

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Alex Wollman

Signature of Applicant

December 21, 2018

Date

Authorization

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Stacy Krusemark

Name of Authorized Agent

VP Business & Admin Services

Position/ Title of Authorized Agent

Stacy Krusemark 12-27-18

Signature of Authorized Agent Date

Dakota State University

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



Dakota State University • 820 North Washington Ave. • Madison, SD 57042

MEMORANDUM

DATE: December 20, 2018

TO: Alex Wollman
alex.wollman@gmail.com

FROM: José-Marie Griffiths, Ph.D.
Dakota State University President

RE: Appointment with Beacom College of Computer and Cyber Sciences
Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, a term appointment as an Instructor of Computer and Cyber Sciences in the Beacom College of Computer and Cyber Sciences. The effective date of this appointment is August 22, 2019. New hire and faculty orientation will begin on August 19, 2019 in accordance with the collective bargaining agreement between the South Dakota Board of Regents and the Council of Higher Education (COHE). Annual appointment dates are August 22nd, 2019 through May 21st, 2020. Your salary will be at an annualized rate of \$58,000 for the period of August 22, 2019, to May 21, 2020, and is based on 9 months at 100% time. Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. You will receive your first paycheck for August 22 – September 21 on September 30th. Your supervisor will be Dr. Richard Hanson, Dean of the Beacom College of Computer and Cyber Sciences.

The employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The appointment shall commence on August 22, 2019 and shall not extend beyond May 21, 2020. The employment may be renewed for the next fiscal year at the sole pleasure of the Board. If the Board elects to renew an appointment, it may do so under whatever changed or additional terms and conditions it chooses. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

This offer is contingent on approval by the South Dakota Board of Regents, the successful completion of a pending background authorization check and successful receipt of employment authorization paperwork. Should the background report come back with information that would change the contents of this contract, or you are unable to provide employment authorization documents, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

You are required to provide an official transcript for your highest degree within 60 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated in DocuSign, retaining a copy for your records. In addition to the intellectual properties, also enclosed is a conflict of interest form. Please review the policy, sign where indicated in DocuSign.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from the Human Resources Office.

As an Instructor, your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$6,400.00 in moving expense reimbursement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing this letter of acceptance through DocuSign, which offers an electronic, legally binding signature. Also included in the DocuSign envelope that will require information and signature are the Agreement to Assign Intellectual Property, Conflict of Interest and the employee background check authorization forms. DocuSign will route the signed forms to the attention of Human Resources. Please sign the electronic file within 20 days. Be sure to retain a copy for your files if you wish. I look forward to having you continue with the team at Dakota State.

Sincerely,

José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures

c: HR Office
Dean of the Beacom College of Computer and Cyber Sciences
Provost Office

I accept the job offer outlined above.

Alex Wollman

December 21, 2018

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:



State Transfer (SDCL 3-9-9)

Full-time continuous employment for 6 months.



Professional Recruitment (SDCL 3-9-12)

Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The Request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT on the Thursday prior to the Board of Finance meeting. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Shengjie Xu

Name of Applicant

\$95,000.00

Yearly Salary

00800

Bureau of Human Resources Class Code

Omaha, NE

City, State Moving From

Tenure Track appl as Asst Pro of Computer & Cyber Sciences

New Position Title

Madison, SD

New Post of Duty (City)

August 22, 2019

Employment Date with the State

Dakota State University

Agency Employed By

August 2019

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Shengjie Xu

Signature of Applicant

December 13, 2018

Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Stacy Krusemark

Name of Authorized Agent

Stacy Krusemark

Signature of Authorized Agent

12-17-18

Date

VP Business & Admin Services

Position/ Title of Authorized Agent

Dakota State University

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



Dakota State University • 820 North Washington Ave. • Madison, SD 57042

MEMORANDUM

DATE: December 7, 2018

TO: Shengjie Xu
shengjie.xu@huskers.unl.edu

FROM: José-Marie Griffiths, Ph.D.
Dakota State University President

RE: Appointment with Beacom College of Computer and Cyber Sciences
Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, a tenure track appointment as an Assistant Professor of Computer and Cyber Sciences in the Beacom College of Computer and Cyber Sciences. The effective date of this appointment is August 22, 2019. New hire and faculty orientation will begin on August 19, 2019 in accordance with the collective bargaining agreement between the South Dakota Board of Regents and the Council of Higher Education (COHE). Annual appointment dates are August 22nd, 2019 through May 21st, 2020. Your salary will be at an annualized rate of \$95,000 for the period of August 22, 2019, to May 21, 2020, and is based on 9 months at 100% time. Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. You will receive your first paycheck for August 22 – September 21 on September 30th. Your supervisor will be Dr. Richard Hanson, Dean of the Beacom College of Computer and Cyber Sciences.

The employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The appointment shall commence on August 22, 2019 and shall not extend beyond May 21, 2020. The employment may be renewed for the next fiscal year at the sole pleasure of the Board. If the Board elects to renew an appointment, it may do so under whatever changed or additional terms and conditions it chooses. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

This offer is contingent on approval by the South Dakota Board of Regents, the successful completion of a pending background authorization check and successful receipt of employment authorization paperwork. Should the background report come back with information that would change the contents of this contract, or you are unable to provide employment authorization documents, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

You are required to provide an official transcript for your highest degree within 60 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated in DocuSign, retaining a copy for your records. In addition to the intellectual properties, also enclosed is a conflict of interest form. Please review the policy, sign where indicated in DocuSign.

JK

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from the Human Resources Office.

As an Assistant Professor, your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$9,500.00 in moving expense reimbursement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing this letter of acceptance through DocuSign, which offers an electronic, legally binding signature. Also included in the DocuSign envelope that will require information and signature are the Agreement to Assign Intellectual Property, Conflict of Interest and the employee background check authorization forms. DocuSign will route the signed forms to the attention of Human Resources. Please sign the electronic file within 20 days. Be sure to retain a copy for your files if you wish. I look forward to having you continue with the team at Dakota State.

Sincerely,

José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures

c: HR Office
Dean of the Beacom College of Computer and Cyber Sciences
Provost Office

I accept the job offer outlined above.

Shengjie Xu

December 13, 2018

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

When Application and Authorization sections
are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
☒ Full-time continuous employment for 6 months.
☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

<u>BRAD BUESCHER</u>		<u>WILDLIFE DAMAGE SPECIALIST SDGFP</u>	
Name of Applicant		New Position Title	Agency Employed By
<u>19/hr</u>	<u>EL PASO, TX</u>	<u>MORRIDGE</u>	<u>AUG-SEPT 2018</u>
Yearly Salary	City, State Moving From	New Post of Duty (City)	Expected Month/Year of Move
<u>0610220</u>		<u>SEPT 10th 2018</u>	
Bureau of Human Resources Class Code		Employment Date with the State	

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

[Signature]
Signature of Applicant

10.10.18
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

<u>Kelly R. Hepler</u>	<u>Cabinet Secretary</u>
Name of Authorized Agent	Position/ Title of Authorized Agent
<u>[Signature]</u>	<u>GFP</u>
Signature of Authorized Agent	Agency of Authorized Agent
<u>10-15-18</u>	<u>Regional Personnel Resources Supervisor</u>
Date	

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

20641 SD HIGHWAY 1806 | FORT PIERRE, SD 57532

8/9/2018

Brad Buescher
6248 Edgemere Blvd #826
El Paso, TX 79925

Dear Brad,

This letter will serve as confirmation of your employment as a Wildlife Damage Specialist for the South Dakota Game, Fish and Parks - Division of Wildlife, effective September 10, 2018. Your duty station will be located at the Mobridge Game, Fish and Parks District Office, located at 909 Lakefront Drive, Mobridge, SD. Your primary work area will include Dewey and Corson Counties, and I will serve as your immediate supervisor.

Your pay rate for this position will be \$19.00 per hour for hours worked. This is a permanent position, and we will assist you in applying for reimbursement of your moving expenses, which may not exceed one month's salary. Please retain any documents or receipts of your moving expenses for your reimbursement application.

Congratulations on this appointment, Brad! We are very excited to have you on our Region 2 Wildlife Damage Management Team!

Please feel free to contact me if you have any additional questions regarding this appointment.

Sincerely,

Ross Scott | Region 2 Program Manager
South Dakota Game, Fish and Parks
20641 SD HWY 1806 | Fort Pierre, SD 57532
605.223.7652 | ross.scott@state.sd.us

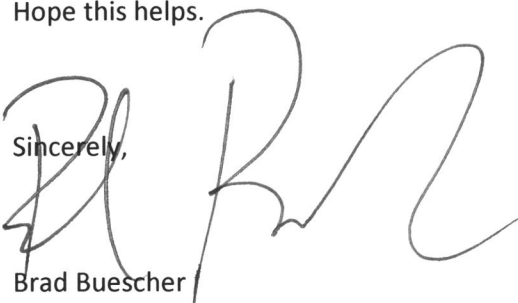
Cc: Mark Ohm – Region 2 Regional Supervisor
Jeff Wilson – Bureau of Human Resources Manager
Nathan Baker – Region 2 Terrestrial Resource Supervisor
Keith Fisk – Wildlife Damage Program Administrator

10/10/2018

Letter of Explanation to whom it may concern:

After interviewing for the position of Wildlife Damage Specialist for South Dakota Game Fish and Parks, I drove to Buffalo, WY to visit family and, if offered the position, I had belongings in Buffalo also that I needed to bring with me. While I was visiting my family in Buffalo, I was offered the position and I accepted. I have not traveled back to El Paso to get all of my possessions at this time, but I did bring things to Mobridge from Buffalo, WY.

Hope this helps.

Sincerely,

Brad Buescher

10.10.18

Household Moving Allowance State of South Dakota

When Application and Authorization sections
are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of
moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

<u>Laura Rose</u>		<u>Trial Advocacy Professor</u>	<u>USD Law School</u>
Name of Applicant		New Position Title	Agency Employed By
<u>90,000</u>	<u>Gulfport, FL</u>	<u>Vermillion, SD</u>	<u>July 2018</u>
Yearly Salary	City, State Moving From	New Post of Duty (City)	Expected Month/Year of Move
<u>00600</u>			
Bureau of Human Resources Class Code		Employment Date with the State	

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

Laura Anne Rose
Signature of Applicant

1-3-19
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Emery Wasley

Name of Authorized Agent

Emery Wasley 1/3/19
Signature of Authorized Agent Date

Assistant Vice President, Human Resources

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



UNIVERSITY OF
SOUTH DAKOTA
SCHOOL OF LAW

MEMORANDUM

DATE: May 29, 2018
TO: Laura Rose
FROM: Thomas Geu, Dean, School of Law, University of South Dakota
RE: Appointment with School of Law, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in Trial Advocacy in the USD School of Law. The effective date of this benefit eligible appointment is July 22, 2018. You will have an initial appointment from July 22, 2018 to August 21, 2018 for \$10,000.00 for the month at 100% time. You will then start your 9-month, tenure track appointment on August 22, 2018 at \$90,000.00 based on 9 months at 100% time. Appointment dates are August 22 to May 21 for subsequent 9 month contracts. I will be your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

You are required to provide an official transcript for your highest degree within 30 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated and return with this offer memo, retaining a copy for your records. In addition to the intellectual property policy, also enclosed is a conflict of interest form. Please review the conflict of interest form, sign where indicated, and return with this offer memo, retaining a copy for your records.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of the University of South Dakota. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9), are also enclosed. Your portion of these forms must be completed on or before your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees.

Your position is eligible for state benefits to include household moving allowance of up to 1 month salary as outlined in SDCL 3-9-12. The University of South Dakota will provide up to \$10,000.00 in moving expenses. Reimbursed moving expenses are considered taxable income.

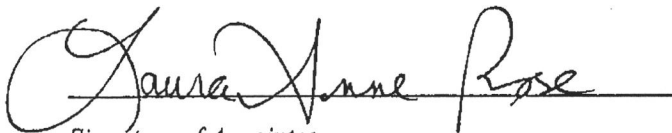
If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and a signed copy of the enclosed agreement to assign Intellectual Property and Conflict of Interest Form no later than June 8, retaining a copy for your records. Send the signed documents to:

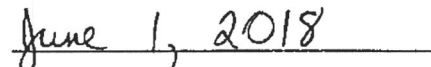
Jen Shaffer
USD School of Law
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069

Encs: Intellectual Property Policy
Intellectual Property Form
Conflict of Interest Form
Employee Personal Data Sheet
Confidentiality Statement
I-9
W-4

cc: Thomas Earl Geu, Dean
James Moran, Vice President
Carl Gutzman, Human Resources
Jen Shaffer, Department payroll representative

I accept the job offer outlined above.


Signature of Appointee


Date

**Household Moving Allowance
State of South Dakota**

RECEIVED

DEC 17 2018

When Application and Authorization sections
are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

Please check one:

- ☐ State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- ☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of
moving expenses.

USD HUMAN RESOURCES

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation **MUST** comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Tse Chi Yen

Name of Applicant

35,350

Yearly Salary

Talent, Oregon

City, State Moving From

00540

Bureau of Human Resources Class Code

Jump Start Advisor

New Position Title

Vermillion

New Post of Duty (City)

11/19/2018

Employment Date with the State

Student Support Services

Agency Employed By

11/2018

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.



Signature of Applicant

12/17/2018

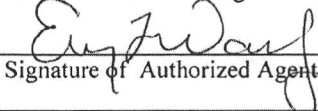
Date

Authorization

☒ The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Emery Wasley

Name of Authorized Agent



Signature of Authorized Agent

12/19/18

Date

Assistant Vice President, Human Resources

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

RECEIVED

DEC 17 2018

USD HUMAN RESOURCES

MEMORANDUM

DATE: November 1, 2018
TO: Tse Chi Chad Yen
FROM: Carl Gutzman, Human Resources Generalist, University of South Dakota
RE: Appointment with Student Services, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, a non-faculty exempt appointment. Details of the appointment are:

Title: Jump Start Advisor
Department: Student Services
Effective Date: November 19, 2018
Annual Salary: \$35,350.00
Appointment Months: 12
Appointment Percent: 100

This offer is contingent on the favorable results of a background check. Other special conditions that apply: Your position is eligible a household moving allowance as outlined in SDCL 3-9-12. The University of South Dakota will provide up to \$1,000.00 in moving expenses. Reimbursed moving expenses are considered taxable income.

The position is grant funded. Continued employment is contingent on availability of funding.

The administrative appointment shall commence on November 19, 2018 and shall not extend beyond June 21, 2019. The administrative employment may be renewed at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses. The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

The University, in accordance with annual salary policy approved by the state legislature, the Board of Regents compensation policies, your performance, and institutional priorities, will determine any future annual pay increases. Payroll dates begin on the 22nd of the month through the 21st with payroll on the last day of the month. Eligible leave will be accrued in accordance with your appointment and all employees are required to request leave through the payroll system to ensure leave is recorded accurately. Benefits are administered through the State of South Dakota and are provided to any employee that is in a regular position that is employed at 50% or greater time.

The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. Please review the policy, sign the form and return with this offer memo.

RECEIVED

DEC 17 2018

USD HUMAN RESOURCES

You are also required to complete the attached conflict of interest form pursuant to South Dakota Board of Regents Conflict of Interest, Board Policy No. 4:35.

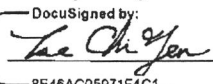
The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of University of South Dakota. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees.

You are scheduled to attend orientation sessions for new employees. All sessions are held in 104 Slagle Hall at the indicated date and times. (NOTE: Sioux Falls and remote employees will be scheduled for one-on-one sessions).

- General Information and Benefits Overview, 8:15 a.m. on Wednesday, November 21
- Guidelines for Using and Reporting Leave, 8:15 a.m. on Wednesday, December 12
- Anti-Harassment and Discrimination, 9:00 a.m. on Wednesday, December 26

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and supporting documents no later than November 5, 2018, retaining a copy for your records.

I accept the job offer outlined above.

DocuSigned by:

8E46AC05971F4C1... 11/1/2018
Signature of Appointee & Date Signed

Encl: Intellectual Property Form
Employee Personal Data Sheet
Conflict of Interest Form
I-9 and W-4

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11/26/2018 Agency: Department of Agriculture
Agency Address: 523 East Capitol Avenue Pierre SD 57501
Agency Phone Number: 605.773.5425
Employee Requesting Reimbursement: Ashley Waibel
Total Amount of Reimbursement: \$6,895.85
Date(s) of Expense: 8/13-8/14 2018
Event Leave Time: 6:00 am Event Return Time: 3:00 pm
Explanation of official business performed: Meals provided to firefighters during the Vineyard Fire near Hot Springs.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Ashley Waibel
Signature of Employee

11-26-2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Dustin Oedekeoven
Name of Department/Office Head

Secretary
Position/Title of Agency Official

[Signature]
Signature of Department/Office Head

11-26-18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

FIRST NAME	LAST NAME	Number of People
PARRISH	ABEL	1
KYLE	BACHELOR	1
M	BALL	1
NANCY	BAYNE	1
CHRIS	BESSETTE	1
STEVEN	BOWSHER	1
LOGAN	BROWN	1
GARRETT	BRYAN	1
DAVID	BRYAN	1
RAY	BUBB	1
JAMES	BURK	1
NATHAN	BUTLER	1
ROBERT	C LARK, JR	1
JOHN	CAHILL	1
DAVID	CAHOY	1
VINCE	CAMPBELL	1
WILLIAM	CUMBOW	1
ISAAC	CUNY	1
JEREMY	DALMAN	1
IAN	D'AMBROGI	1
BRITTANY	DAMSCHRODER	1
BRIAN	DAUNT	1
JEREMY	DEPLITCH	1
TAMARA	DIERKS	1
BRANDEN	DOERING	1
BRANDON	DOERING	1
MICHAEL	DRISKELL	1
ERIC	DUDZINSKI	1
BILL	EASTMAN	1
HAIRO	ESPINOZA	1
STEVE	ESSER	1
JUSTIN	EVANS	1
ANDREW	FERRIS	1
PHIL	GEENEN	1
ANDREW	GIANDONATA	1
KIRA	GILMAN	1
CASEY	GLINES	1
JASON	GOODER	1
DAYTON	GOODER	1
BEN	GORDON	1
COURTNEY	GREEN	1
ETHAN	GREEN	1
WALKER	HALL	1
DERIK	HALL	1
JEROME	HARVEY	1
JOHN	HASKVITZ	1
SHAD	HEPP	1
JEREMY	HERTEL	1
MATT	HESSLER	1
TRAE	HOLLIDAY	1
JOHN	HOLLOWAY	1
JOSEPH	JOHNREAU	1
DYLAN	JOHNSON	1
MARKUS	KARL	1
JIM	KITTERMAN	1
ANNA	KITTERMAN	1
MICHAEL	KNIPP	1
JACOB	KNUTSON	1
BLAKE	KOELLING	1
ANDREW	KRUSE	1
ROBERT	LEHMANN	1
LEE	LOBERG	1
CLAY	MADSEN	1

FIRST NAME	LAST NAME	Number of People
JOE	MCCARTHY	1
CLIFF	MCCLURE	1
JEFFREY	MCGRAW	1
JEFF	MEADOWS	1
MARK	MENNING	1
MIKE	MORGAN	1
RYAN	MORGAN	1
LEE	NELSON	1
JIM	O'BRIEN	1
REED	OLDEUBURG	1
J	PAUL	1
CHARLES	PESCH	1
NEIL	PHAIR	1
ANTHONY	PRITZKAU	1
MARK	RANDALL	1
JESSICA	RING	1
BRADY	ROTHSCHADL	1
RON	SAMLAND	1
LOGAN	SCOTT	1
JEFF	SCOTT	1
GRANT	SEVERSON	1
CJ	SHULZ	1
A	SMITH	1
CORBIN	SOUZA	1
MARK	SPERLICH	1
ALAN	STEVENS	1
RYAN	STILLMAN	1
B	STRADER	1
JAMES	STRAIN	1
MARTY	STRAND	1
ALBERT	TAYLOR	1
SAMANTHA	VADNAIS	1
DANIEL	WHITNEY	1
SARA	ZAPPA	1
ADAM	ZIEGLER	1
Wyoming Smokebusters Inmate Crew		20
SD Dept of Corrections Inmate Crew		13
Jay	Wickham	1
David	Bryan	1
Monty	Bollock	1
Justin	Phiffen	1
Tanner	Hennings	1
Kayla	Romsani	1
Jessica	Roy	1
Jason	Bogner	1
Higinio	Maldonado	1
T	Parsons	1
M	Soiland	1
David	Fluck	1
Ronald	Steele	1
Alex	Christie	1
Matt	Kunz	1
Keith	Neugebauer	1
Randy	Hausman	1
Conrad	Cutchin	1
Hunter	Cutchin	1
Chris	bBruse	1
Mike	Layton	1
Steve	Blume	1
Chuck	Fadness	1
Travis	Rup	1

FIRST NAME	LAST NAME	Number of People
Koni	Hicks	1
Brandon	White	1
Sharon	Springer	1
Daryl	Michael	1
Sam	Smolinsky	1
Jacki	Conlon	1
Gabrielle	Scroeder	1
Elizabeth	Tramp	1
Tim	Ripley	1
Charlotte	Shively	1
Jerry	Reichert	1
Jason	Peters	1
Noah	Krull	1
Shawn	Morgan	1
Jack	Sides	1
Nate	Trotter	1
Lane	Ostenson	1
Miles	VanUden	1
Dennis	Serna	1
Joe	Harbach	1
Jim	Lyon	1
Will	Cunningham	1
Bryan	Ott	1
Bill	Bell	1
Landon	Wiley	1
Marc	Lamphere	1
Nate	Landers	1
Matt	Landers	1
Cresencio	Perez	1
Martin	Morguedo	1
Jose	Villalbu	1
Josemunvel	Torres	1
Monica	Dias	1
Jose Daniel	Avarez	1
Urie	Losano	1
Q Josemunuel	Ramos	1
Antonio	Munos	1
Torres Daniel	Lemus	1
Cesar	Lemus	1
Jose Antonio	Blanco	1
David	Montiel	1
Alajandro	Mucielb	1
Juan Carlos	Rumosin	1
Filiberto	Lopez	1
Maciel Israel	Ramos	1
Alexandra	Ramirez	1
Ruben	Gonzalez Rivera	1
Andy	Pastor Falcon	1
Andres	Manzo Perez, Jr	1
Julian	Chavez	1
Justin	Sims	1
Jaime	Morcho	1
Alonso	Orotco	1
Tyler Lee	Rust	1
Jesus	Diat Salcedo	1
Roman	Riojas	1
Lloyd	Dishion	1
Alejandro	Martinez	1
Hayden	Patterson	1
Juan Miguel	Medrano	1

FIRST NAME	LAST NAME	Number of People
Luis Enrique	Ramirez	1
Luna Hugo	Ramirez	1
Jose	Serato	1
Martin	Arellona Ramirez	1
Dakota	Muniz	1
Javico	Quevedo Guzman	1
Brice	Schumacher	1
Riley	Stevens	1
Seth	Stevens	1
Quentin	Cordell	1
Markus	Koch	1
Tyler	Sonne	1
Manuel	Munoz	1
Fawna	Ault	1
Ben	Maisel	1
Elijah	Whirlwind Horse	1
Hatten	Pete	1
Aric	Tyler	1

Total Personnel

233

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11/15/2018 Agency: Agriculture - State Fair
Agency Address: 523 E Capitol Ave Pierre SD 57501
Agency Phone Number: 605.773.4196
Employee Requesting Reimbursement: Ashley Waibel
Total Amount of Reimbursement: \$316.24
Date(s) of Expense: 10/15/2018
Event Leave Time: 2:00 pm Event Return Time: 7:30 pm
Explanation of official business performed: Meeting for SD State Fair Commissioners & office personnel.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Ashley Waibel
Signature of Employee

11-19-2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Dustin Oedekoven
Name of Department/Office Head

Interim Secretary
Position/Title of Agency Official

Dustin Oedekoven
Signature of Department/Office Head

11-19-18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Dowling, Kayla

From: Waibel, Ashley
Sent: Friday, December 21, 2018 2:49 PM
To: Dowling, Kayla
Subject: Fw: State Fair Commission Work Session

Kayla, below is what I was provided by the state fair regarding the commission meeting.

Let me know if you need anything further.

Thank you,

Ashley Waibel

From: Besch, Peggy
Sent: Tuesday, December 18, 2018 3:51:15 PM
To: Waibel, Ashley
Subject: State Fair Commission Work Session

Ashley,

The SD State Fair Commission held a work session on October 15, 1pm-8pm and then resumed on October 16, 8am-12 noon. Please let me know if you need anything else. Thank you.



Peggy Besch
Manager
South Dakota Department of Agriculture
South Dakota State Fair Division
1060 3rd ST SW
Huron, SD 57350
Direct: 605.353.7343
Fax: 605.353.7348
sdstatefair.com



INVOICE

Huron Event Center

501 Wisconsin Avenue SW
Huron, SD 57350
Phone 605-352-3204 Fax 605-352-9501

DATE:

October 15, 2018

INV #: HEC-2267

Bill to:

SD State Fair
Attn: Peggy Besch
890 3rd Street SW
Huron, SD 57350
Phone: 605-353-7343

For:

Meeting Room

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
Food / Meal Charges			
1	Coffee	\$14.00	\$14.00
20	Dinner Meals	\$12.70	\$254.00
			\$0.00
			\$0.00
			\$0.00
		SUBTOTAL	\$268.00
	Gratuity		\$48.24
		SALES TAX 7.5%	NA
		TOTAL	\$316.24
Room / Equipment Charges			
			\$0.00
			\$0.00
		SUBTOTAL	\$0.00
		SALES TAX 6.5%	\$0.00
		TOTAL	\$0.00
AMOUNT DUE			\$316.24

1600-52031500-0351510890
Detach & Include Stub with Payment. Mail to: Huron Event Center, 501 Wisconsin Avenue SW, Huron SD 57350

Payment Options:

☐ Check - Payable to: Huron Event Center

ONLY INVOICE AVAILABLE

Payment From:

SD State Fair
890 3rd Street SW
Huron, SD 57350
Phone: 605-353-7343

For:

Meeting Room

INV #: HEC-2267

AMOUNT DUE

\$

316.24

Dinners for October 15, 2018 – Huron Convention Center

SD State Fair Office Personnel (8)

Peggy Besch

Candi Hettinger

Paula Mom

Shelley Noonan

Linda Traver

Joni Kiple

Vince Jager

Brad Bruns

SD State Fair Commissioners (12)

Dusty Anderson

Justin Bell

Scott Cordts

Pam Geppert

Tom Harmon

Denise Muntefering

Loren Noess

Gary Sharp

Amanda Stade

Faron Wahl

Jamie White

Erin Yost

Crossroads Hotel and Huron Event Center

Banquet Event Order

Function Date: 10/15/2018

Group: SD State Fair

Address: Commission Meeting

890 3rd Street SW

Huron, SD 57350

Room:

Guest Expected: Set for 20

Guarantee:

Day: Monday

Contact: Peggy Besch

Phone: 605-353-7343

Fax:

Event Day Contact:

Set-up Time: 1PM Set Up

Meeting Time: 2PM - 5PM

SET UP:	TIME:	MENU:
<input type="checkbox"/> Rounds <input type="checkbox"/> Headtable for _____ <input type="checkbox"/> Classroom <input type="checkbox"/> U-Shape <input type="checkbox"/> Theater <input checked="" type="checkbox"/> Open Square <input type="checkbox"/> Boardroom/Conf <input type="checkbox"/> Banquet <input type="checkbox"/> Registration Table <input type="checkbox"/> Display Table <input type="checkbox"/> Material Table <input type="checkbox"/> Buffet Table <input type="checkbox"/> Extra Chairs <input checked="" type="checkbox"/> Break Table <input checked="" type="checkbox"/> Ice Water <input type="checkbox"/> Punch Table <input type="checkbox"/> Card Tables <input type="checkbox"/> Gift Table <input type="checkbox"/> Cake Table <input type="checkbox"/> Cocktail Tables	 1:30PM 6PM 6:30PM	Set Up Room with Open Square for 20 people 2 Round Tables in Back of Room for Dinner Ice water Station Social - Cocktail Server or Bar Dinner - Plated Meal \$15.00/inc. Roast Beef Potato Vegetable Tossed Salad with Ranch - preset Dinner Rolls Coffee & Ice water - on tables

EQUIPMENT:	LINEN:	Clothes	Napkins	ROOM CHARGE:
<input type="checkbox"/> Slide Projector <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Screen <input type="checkbox"/> Projector Cart <input type="checkbox"/> TV/VCR <input type="checkbox"/> TV/DVD <input type="checkbox"/> LCD Projector @\$25.00 <input type="checkbox"/> Stand Podium <input type="checkbox"/> Table Podium <input type="checkbox"/> Corded Mic <input type="checkbox"/> Cordless Mic <input type="checkbox"/> Lapel Mic @\$25.00 <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flip Chart <input type="checkbox"/> Markers <input type="checkbox"/> Easel <input checked="" type="checkbox"/> Speaker Phone <input type="checkbox"/> Flags	Burgundy Teal Ivory White Green Black Other	NEW 	 	Separate Tickets One Ticket <input checked="" type="checkbox"/> Tax Exempt Bill as Room Charge ROOM CHARGE: EQUIPMENT CHARGE BAR ARRANGEMENTS: Cash Bar _____ Host Bar <input checked="" type="checkbox"/> Cocktail Waitress-Cash Cocktail Waitress-Host Keg of Beer Drink Tickets @ _____ Champagne @ _____ Wine @ _____

Guarantee: A 95% guarantee on number of people to be served is asked for 72 hours prior to your function. Charges will be based on not less than your guarantee. If a guarantee is not given, the amount will be based on the number expected.. Outside food or liquor is not permitted. There will be a \$500.00 fine assessed to the final bill if outside food or liquor is brought in. Cancellations must be in writing 72 hours prior. The Crossroads Hotel & Huron Event Center is not responsible for lost or stolen items. All Accounts are to be paid before the event.

Confirmation Signature

Date:

Hotel Representative

Date

Brenda J. Jorgensen

10-6-18

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 12-28-18

Agency: Department of Labor and Regulation

Agency Address: 123 West Missouri Ave., Pierre, SD 57501

Agency Phone Number: 605-773-3101

Employee Requesting Reimbursement: see attached

Total Amount of Reimbursement: \$ 55.00

Date(s) of Expense: 12-20-18

Event Leave Time: 10:30am

Event Return Time: 5:00pm

Explanation of official business performed: Dakota Roots Meeting

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

South Dakota Department of Labor and Regulation

Name of Meeting: DakotaRoots Meeting
 Date: December 20, 2018
 Location: Pierre
 Meeting Hours: 10:30AM - 5:00PM
 Explanation of Business:

<u>Printed Name</u>	<u>Home-Duty Station</u>	<u>Sign-In Signature</u>
Jami Burrer	Pierre	Jami Burrer
Kanre Gladis	Brookings	Kanre Gladis
Barb Nyreen	Sioux Falls	Barb Nyreen
Zach Peterson	Sioux falls	Zach Peterson
Colona Borman	Sioux Falls	Colona Borman
Elizabeth Schley	Sioux falls	Elizabeth Schley
Racey Johnson	Yankton	Racey Johnson
Brittany Cihak	Yankton	Brittany Cihak
Andrew Szilvsi	Pierre	Andrew Szilvsi
Jane Medhaug	Sisseton	Jane Medhaug
Dina Simon	Pierre	Dina Simon
Lorena Rodriguez	R. City	Lorena Rodriguez
Kara Palmer	Rapid City	Kara Palmer
Carla Trowdt	Rapid City	Carla Trowdt
Maura Dvor	Pierre	Maura Dvor
Heather Nelson	Watertown	Heather Nelson
Kendra Ringsteyer	Pierre	Kendra Ringsteyer

Dakota Roots Workgroup
Thursday December 20th 2018

10:30 am – 4:30 pm

Agenda

10:30 am – Welcome and Introductions

11:00 am – Secretary Hultman

11:30 am – Job Advisor Questions – Application Questions tab

12:00 pm – Working Lunch

12:30 pm – Dakota Roots Manual Review

2:00 pm – Outreach Email Template Activity

3:00 pm - Break

3:15 pm – Transition Timeline

4:00 pm – Wrap-up

Thank you for choosing Chops. We appreciate your business and look forward to helping you in the future. Please recommend us to your friends.

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 12/18/2018 Agency: Game, Fish & Parks
Agency Address: 523 E. Capitol Ave., Pierre, SD 57501
Agency Phone Number: 605.223.7681
Employee Requesting Reimbursement: Lori Collett
Total Amount of Reimbursement: \$ 55.00
Date(s) of Expense: 12/13/2018
Event Leave Time: 8:00 AM Event Return Time: 5:00 PM
Explanation of official business performed: Invasive Mussel Summit for surface water users, including municipalities, irrigators, hydropower, power plants, rural water systems, and industry leaders.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Lori Collett
Signature of Employee

12/18/2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Kelly R. Hepler
Name of Department/Office Head

Cabinet Secretary
Position/Title of Agency Official

K R Hepler
Signature of Department/Office Head

12/18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.



Minervas Convention Center at the Best Western Kelly Inn

1607 E. HWY 50, PO BOX 157 Yankton SD 57078

PHONE: (605) 664-2244 FAX: (605) 665 4318 EMAIL: jwieseler@minervas.net WEB: www.minervas.net

Booking Bill

South Dakota Game Fish and Parks

Invoice #: 1213-SM-bk0117950269

Thursday, December 13, 2018

Account: South Dakota Game Fish and Parks		Billing: BJ Schall		
Planning: BJ Schall		Phone: (605) 367-5243		Fax:
Phone: (605) 367-5243		Email:		
Email:		Address: 523 E Capital		
Address: 523 E Capital		Pierre, SD 57078		
Onsite: BJ Schall		Pay Method:		# :
Sales Agent: Marlow, S		Deposit/Contract Due		Expr:
		Deposit Rec'd:		Exempt: ST6.5, ST7.50

Meeting Room C & D **Start Time:** 7:00 AM **Attendees:** 0
Billing Note:

Item	Qty	Unit Price	Total
Seattle's Best Coffee, Regular or Decaf	2	25.00	50.00
Assorted Soft Drinks (per can)	106	1.50	159.00

Subtotal:	209.00
Room/Setup fees:	150.00
Service Charge (18%):	37.62
Function Total:	\$396.62

Function Summary

Payments Applied Total: \$0.00

FRm	Food	Liq	Beer	Wine	Equip	labor	Security	SCTax18	SC18	SCT10
\$150.00	\$209.00								\$37.62	
SC10	ST6.5	ST6	ST7.50	ST7	OutSalesTax	XX	sc10			

Signature: _____

Balance Due: \$396.62

Lunch Room C & D **Start Time:** 11:45 AM **Attendees:** 0
Billing Note:

Item	Qty	Unit Price	Total
Lunch Buffet - Burger Buffe	85	11.00	935.00
Vegetarian Option	1	12.00	12.00

Subtotal:	947.00
Room/Setup fees:	0.00
Service Charge (18%):	170.46

Function Total: \$1,117.46

Payments Applied Total: \$0.00

Function Summary

FRm	Food	Liq	Beer	Wine	Equip	labor	Security	SCTax18	SC18	SCT10
	\$947.00								\$170.46	
SC10	ST6.5	ST6	ST7.50	ST7	OutSalesTax	XX	sc10			

Signature: _____

Balance Due: \$1,117.46

PM Break

Room C & D

Start Time: 2:30 PM

Attendees: 0

Billing Note:

Item	Qty	Unit Price	Total
Assorted Gourmet Cookies	88	1.75	154.00

Subtotal: 154.00

Room/Setup fees: 0.00

Service Charge (18%) 27.72

Function Total: \$181.72

Payments Applied Total: \$0.00

Function Summary

FRm	Food	Liq	Beer	Wine	Equip	labor	Security	SCTax18	SC18	SCT10
	\$154.00								\$27.72	
SC10	ST6.5	ST6	ST7.50	ST7	OutSalesTax	XX	sc10			

Signature: _____

Balance Due: \$181.72

Daily Summary for: Thu 12/13/2018

Pay This Amount: \$1,695.80

FRm	Food	Liq	Beer	Wine	Equip	labor	Security	SCTax18	SC18	SCT10
\$150.00	\$1,310.00								\$235.80	
SC10	ST6.5	ST6	ST7.50	ST7	OutSalesTax	XX	sc10			

Grand Total Amount Due: \$1,695.80

Grand Total Payments Applied: \$0.00

GRAND TOTAL PAY THIS AMOUNT: \$1,695.80

Payments Not Applied: \$0.00

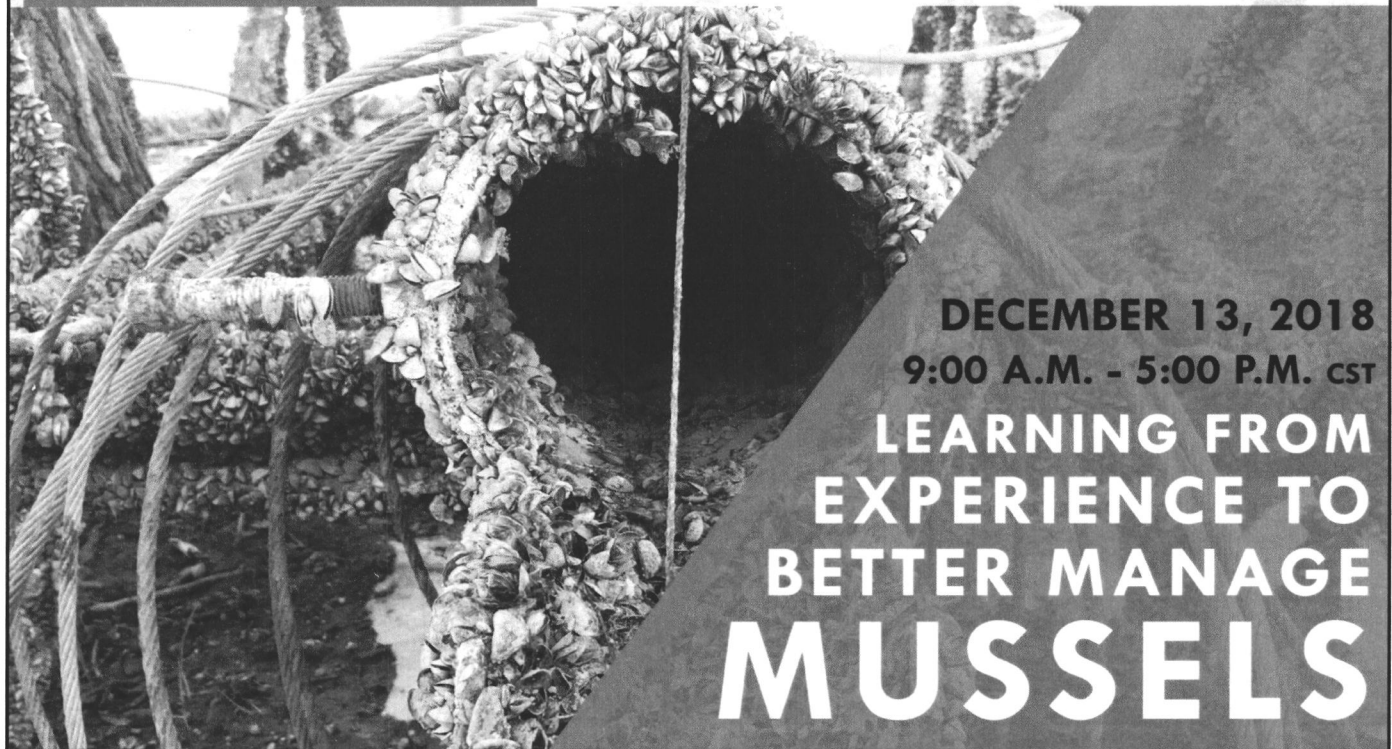
First Name	Last Name	City	State	Company	Lunch
Geno	Adams	Pierre	SD	South Dakota Department of Game, Fish & Parks	no
Megan	Assman	Sioux Falls	SD	Office of Senator Mike Rounds	yes
Christie	Avery	Wagner	SD	DOI-BIA Yankton Agency Natural Resources	yes
Ricky	Bergin	Lake Andes	SD	Randall Community Water District	yes
shane	bertsch	Yankton	SD	South Dakota Game, Fish & Parks	yes
Kim	Bogenschutz	Boone	IA	Iowa Department of Natural Resources	yes
Mary Anne	Boyd	Yankton	SD	South Dakota Game, Fish & Parks Commission	yes
Dane	Brewer	Pierre	SD	City of Pierre	yes
Phil	Chvala	Norfolk	NE	Nebraska Game & Parks Commission	yes
Tim	Cowman	Vermillion	SD	South Dakota Geological Survey	yes
Gary	Eckmann	Hartington	NE	Cedar Knox Rural Water Project	yes
Mark	Ermer	Webster	SD	South Dakota Department of Game, Fish & Parks	yes
Jason	Euchner	Boone	IA	Iowa Department of Natural Resources	yes
Amber	Fertig	Vermillion	SD	South Dakota Department of Environment & Natural Resources	yes
Weston	Fleming	Burlington	KS	Wolf Creek Nuclear Operating Corporation	yes
Jay	Gilbertson	Brookings	SD	East Dakota Water Development District	yes
Kyle	Goodmanson	Yankton	SD	City Of Yankton	no
Aaron	Gregor	Yankton	SD	United States Army Corps of Engineers	yes
mike	greiner	ft. pierre	SD	South Dakota Department of Game, Fish & Parks	yes
Jonas	Grundman	Omaha	NE	United States Army Corps of Engineers	yes
Milt	Haar	Yankton	SD	Missouri National Recreational River	yes
Kasi	Haberman	Yankton	SD	Yankton Convention & Visitors Bureau	no
Greg	Hansen	Sioux Falls	SD	Advanced Engineering & Environmental Services (AE2S)	yes
Mark	Hardie	Sioux Falls	SD	HR Green, Inc.	yes
Kelly	Hepler	Pierre	SD	South Dakota Department of Game, Fish & Parks	yes
Scott	Hopfauf	Center	ND	Minnkota Power Cooperative, Inc.	yes
Jean	Hunhoff	Yankton	SD	South Dakota State Legislature	yes
Jim	Hutmacher	Oacoma	SD	South Dakota Waste Management Board	yes
Josh	Irish	Springfield	SD	Springfield Golf Course	yes
Daniel	James	Pierre	SD	United States Fish & Wildlife Service	yes
Gary	Jensen	Rapid City	SD	South Dakota Game, Fish & Parks Commission	yes
Mitch	Johnson	Crofton	NE	Nebraska Game & Parks Commission	yes
Jennifer	Johnson	Yankton	SD	United States Fish & Wildlife Service	yes
Jeffrey	Jones	Hartington	NE	Nebraska Game & Parks Commission	yes

Craig	Kennedy	Yankton	SD	South Dakota State Legislature	yes
Justin	King	Columbus	NE	Nebraska Public Power District	yes
Darren	Knuteson	Yankton	SD	United States Army Corps of Engineers	yes
Jason	Kral	Yankton	SD	United States Fish & Wildlife Service	yes
Sean	Kruger	Pierre	SD	South Dakota Department of Environment & Natural Resources	yes
Todd	Larson	Yankton	SD	City of Yankton Parks and Recreation Department	yes
clayton	larson	selby	SD	WEB Water Development Association, Inc.	yes
Gary	Ledbetter	Yankton	SD	United States Army Corps of Engineers	yes
Tony	Leif	Pierre	SD	South Dakota Department of Game, Fish & Parks	yes
Aaron	Leingang	Pierre	SD	South Dakota Department of Environment & Natural Resources	yes
Paul	Lepisto	Pierre	SD	Izaak Walton League of America	yes
Chris	Longhenry	Chamberlain	SD	South Dakota Department of Game, Fish & Parks	no
John	Lott	Pierre	SD	South Dakota Department of Game, Fish & Parks	yes
Ricky	Mach	Sioux City	IA	City of Sioux City	yes
Jake	Manning	Yankton	SD	South Dakota Department of Game, Fish & Parks	yes
don	meisner	Sergeant Bluff	IA	Siouxland Interstate Metropolitan Planning Council (SIMPCO)	no
Teresa	Mentzer	Yankton	SD	Friends of the Missouri National Recreational River	yes
Gerald	Mestl	Davey	NE	Nebraska Game & Parks Commission	yes
Ron	Moehring	Pierre	SD	South Dakota Department of Agriculture	yes
Zach	Montreuil	Yankton	SD	United States Army Corps of Engineers	yes
Wayne	Nelson-Stastny	Yankton	SD	United States Fish & Wildlife Service	yes
Cody	Nickolas	Pierre	SD	United States Army Corps of Engineers	yes
Mark	Ohm	Chamberlain	SD	South Dakota Department of Game, Fish & Parks	yes
Scott	Pospishil	Yankton	SD	South Dakota Department of Game, Fish & Parks	yes
Brad	Puetz	Sioux City	IA	City of Sioux City	yes
Lee	Qualm	Platte	SD	South Dakota State Legislature	yes
Nathan	Remter	Niobrara	NE	Nebraska Game & Parks Commission	yes
Mark	Rettig	Niobrara	NE	Nebraska Game & Parks Commission	yes
Arthur	Rusch	Vermillion	SD	South Dakota State Legislature	yes
Will	Saylor	Pierre	SD	South Dakota Department of Game, Fish & Parks	yes
BJ	Schall	Sioux Falls	SD	South Dakota Department of Game, Fish & Parks	yes
Sam	Schelhass	Yankton	SD	South Dakota Department of Game, Fish & Parks	yes
Evan	Schmitz	Pickstown	SD	United States Army Corps of Engineers	yes
Michael	Schnetzer	Crofton	NE	United States Army Corps of Engineers	yes
Jeffrey	Schuckman	Norfolk	NE	Nebraska Game & Parks Commission	yes

Mike	Smith	Ft. Pierre	SD	South Dakota Department of Game, Fish & Parks	yes
Patrick	Snyder	Pierre	SD	South Dakota Department of Environment & Natural Resources	yes
Russell	Somsen	Pierre	SD	United States Army Corps of Engineers	yes
Deb	Springman	Brookings	SD	East Dakota Water Development District	yes
Nick	Starzl	Yankton	SD	Gavins Point National Fish Hatchery	yes
Mike	Stenson	Pierre	SD	South Dakota Department of Agrigulture	yes
Sandy	Stockholm	Springfield	SD	Missouri Sedimentation Action Coalition	yes
Annette	Sudbeck	Hartington	NE	Lewis & Clark Natural Resource District	yes
Dave	Tunink	Lincoln	NE	Nebraska Game & Parks Commission	yes
Dylan	Turner	Pierre	SD	United States Fish & Wildlife Service	yes
Jonathan	Voelker	Crofton	NE	Nebraska Game & Parks Commission	yes
Chris	Weber	Omaha	NE	United States Army Corps of Engineers	yes
Leonard	Willett	Boulder City	NV	Willett Envirotek LLC	yes
Cody	Wilson	Pickstown	SD	United States Army Corps of Engineers	yes
Robyn	Wilson	wagner	SD	Bureau of Indian Affairs	yes
Alan	Wittmuss	Vermillion	SD	South Dakota Department of Environment & Natural Resources	yes
Terry	Wootton	Tabor	SD	B-Y Water District	yes
Jason	Wright	Lake Andes	SD	Randall Community Water District	yes
Tyler	Wulf	Crofton	NE	Nebraska Game & Parks Commission	yes
Lisa	Yager	Yankton	SD	National Park Service - Missouri National Recreational River	yes
Allison	Zach	Lincoln	NE	University of Nebraska, Invasive Species Program	yes
Tom	Zimmer	Crofton	NE	Nebraska Game & Parks Commission	yes

Those highlighted in yellow work for GFP and live in Yankton, SD.

SOUTH DAKOTA INVASIVE MUSSEL SUMMIT



DECEMBER 13, 2018

9:00 A.M. - 5:00 P.M. CST

LEARNING FROM EXPERIENCE TO BETTER MANAGE MUSSELS

AGENDA

9:00 - 9:15 am	Opening Remarks <i>Kelly Hepler, Secretary of South Dakota Department of Game, Fish and Parks</i>
9:15 - 9:45 am	Dreissenid mussel biology <i>Leonard Willett, RNT consulting</i>
9:45 - 10:45 am	Research/ operational solutions to dreissenid biofouling <i>Leonard Willett, RNT consulting</i>
10:45 - 11:15 am	Morning break
11:15 - 11:45 am	Zebra mussel impacts at Wolf Creek Nuclear Generating Station, Burlington, KS <i>Wes Fleming, Wolf Creek Nuclear Operating Corporation</i>
11:45 am - 12:45 pm	Lunch buffet
12:45 - 1:30 pm	Zebra mussel impacts, rapid expansion, and steps taken at Gavins Point Dam <i>Jonas Grundman and Michael Schnetzer, Army Corps of Engineers</i>
1:30 - 1:50 pm	*Treatments for mussels in irrigation pipelines <i>Barry Olson, Ph.D., Alberta Agriculture and Forestry</i>

1:50 - 2:10 pm	<p>*Mitigating for quagga mussels in the lower Colorado River</p> <p><i>Heidi McMaster, Bureau of Reclamation</i></p>
2:10 - 2:40 pm	<p>Mitigating for zebra mussels at Gavins Point National Fish Hatchery</p> <p><i>Nick Starzl, Fish and Wildlife Service</i></p>
2:40 - 3:10 pm	<p>Afternoon break</p>
3:10 - 3:30 pm	<p>Case studies in zebra mussel control at municipal water systems in Iowa</p> <p><i>Mark Hardie, HR Green, Inc.</i></p>
3:30 - 3:50 pm	<p>Zebra mussel impacts on municipal water systems</p> <p><i>Terry Wooton, Bon Homme/Yankton Rural Water District; Gary Eckmann, Cedar Knox Rural Water Project</i></p>
3:50 - 4:10 pm	<p>Treatment efforts at Lakes Cunningham and Zorinsky</p> <p><i>Allison Zach, Nebraska AIS Coordinator</i></p>
4:10 - 4:30 pm	<p>Collaborative efforts to prevent a dreissenid introduction at Belle Fourche Reservoir</p> <p><i>Mike Smith, former South Dakota AIS Coordinator</i></p>
4:30 - 4:50 pm	<p>*Building mutually beneficial partnerships</p> <p><i>Brian Van Zee, Inland Fisheries Regional Director, Texas Parks and Wildlife</i></p>
4:50 - 5:00 pm	<p>Closing Remarks and Q&A</p> <p><i>John Lott, Aquatic Section Chief, South Dakota Department of Game, Fish and Parks</i></p>

**remote presentation*





SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

The South Dakota Department of Game, Fish and Parks is hosting a one-day conference on December 13th in Yankton on mitigating impacts of invasive zebra and quagga mussels. The conference is titled *"Learning from Experience to Better Manage Mussels"*. Zebra mussels have been present in Lewis and Clark Lake and the Missouri River immediately below Gavins Point Dam since 2015.

The most direct impact of zebra and quagga mussels is on infrastructure that pumps surface water, as mussels easily clog pumps and pipes. The cost of mitigating impacts of mussels can be in the millions of dollars for some surface water users. Many states and provinces have been dealing with impacts of zebra mussels, and their cousins, the quagga mussel, for decades. This conference will provide attendees with information on potential mussel impacts to surface water systems and methods that have been used to address these impacts, some of which have been successful and others unsuccessful.

As someone directly involved in the use of surface water or who represents interests from the portion of South Dakota where zebra mussels currently are found, we would like to invite you to attend this conference.

While the agenda is still being finalized, the following presentations have been confirmed:

- Mussel biology, research, and raw water operational solutions
- Zebra mussel impacts at Gavins Point Dam
- Zebra mussel treatment efforts at Cunningham and Zorinsky Lakes in Nebraska
- Impacts of mussels on power production in western states
- Mussel impacts on the Wolf Creek Nuclear Generating Station in Kansas
- Mussel impacts on municipal water systems in South Dakota, Iowa, and Nebraska
- Mitigating impacts of mussels for irrigators
- A variety of other presentations on mussel impacts and mitigation

Conference details, including registration information, are provided on the enclosed flyer. There is no cost to attend the conference and lunch will be provided. If you are unable to attend the conference, please forward this invitation to someone in your agency who would benefit from the information that will be presented. Please contact Mike Greiner at 605.223.7706 or mike.greiner@state.sd.us with any questions you may have about the conference.

State of South Dakota

VOUCHER Invoice

Lori-Aquatics
AP

INVOICE WORKSHEET 1

IWS-1T

NEXT FUNCTION: _____ ACTION: _____

12/18/2018 08:50:41

REQUEST: _____

=====

INVOICE NUMBER : 1213-SM-BK011795 DATE: 12/13/2018 MODEL: _____
VENDOR SHORT NM: MINERVASGRILLBA WR CAPITAL I LLC CURR : _____
VENDOR NUMBER : 12120622 YANKTON CM/DM : I
PO REFERENCE : _____ APPROVAL NBR: _____ MULTI PYMT: N
TERMS CODE: 001 PYMT DUE DATE: _____ DO NOT USE : _____
REMIT MSG: INV# 1213-SM-BK0117950269_SD_GAME_FISH_AND_PARKS
SIGNATURE APPR CD: _____

LINE	AMOUNT/PERCENT	EXP	CO	ACCOUNT	CENTER	PROJ-CO	NUMBER
0001	150.00	001	3122	52045100	0610600		
						NNNN	
0002	1,545.80	001	3122	52053900	0610600		
						NNNN	
0003							
0004							

: _____ : _____
: _____ GROSS AMOUNT: 1,695.80

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

Authorization

Date

Authorization

Date

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11/6/18 Agency: SD GFP
Agency Address: 523 E. Capitol Ave, Pierre SD 57501
Agency Phone Number: 605-773-3387
Employee Requesting Reimbursement: Spencer Carstens
Total Amount of Reimbursement: 949.86
Date(s) of Expense: 10/1/18 - 10/31/18
Event Leave Time: 5:30am Event Return Time: 8:00pm
Explanation of official business performed: required law enforcement training

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Name of Department/Office Head

Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

[illegible]

Subtotals

Taxable	Non taxable				
\$0.00	\$768.00	433.00	\$181.86	\$0.00	\$0.00

Grand Total

Apply to Advance

AMOUNT REIMBURSABLE

\$949.86

949.86

Spots 11-618
Claimant Date

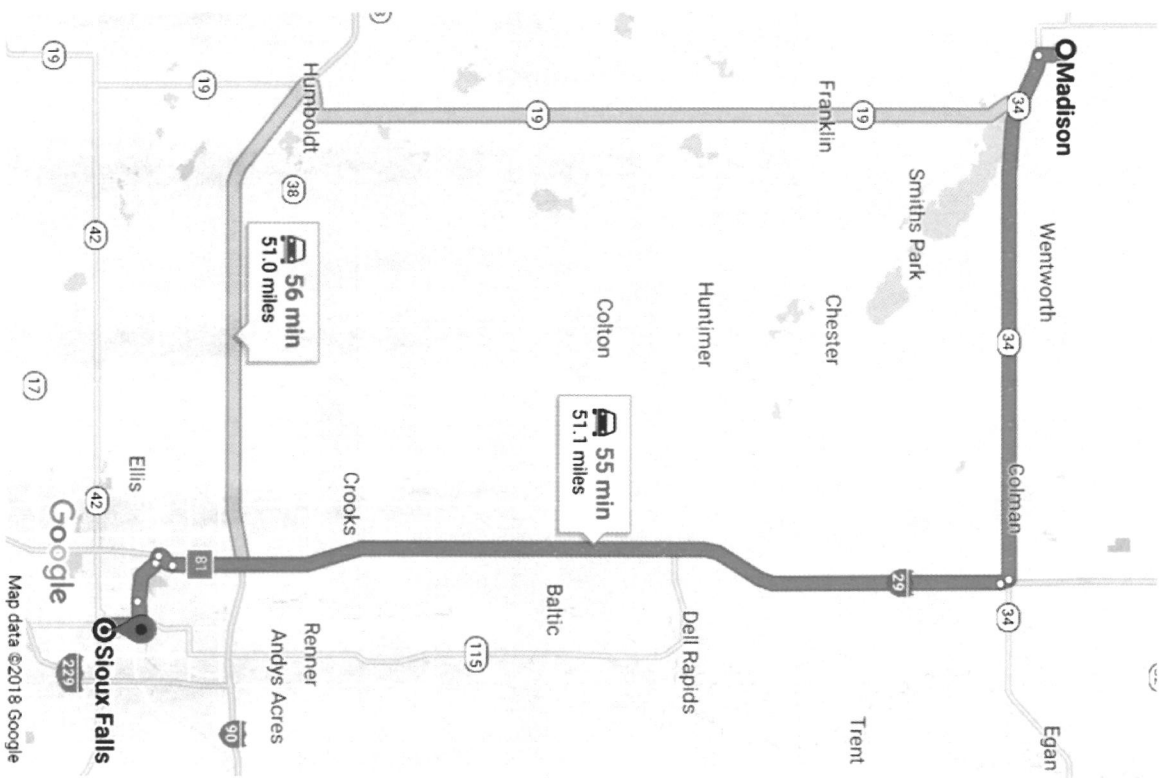
Authorization

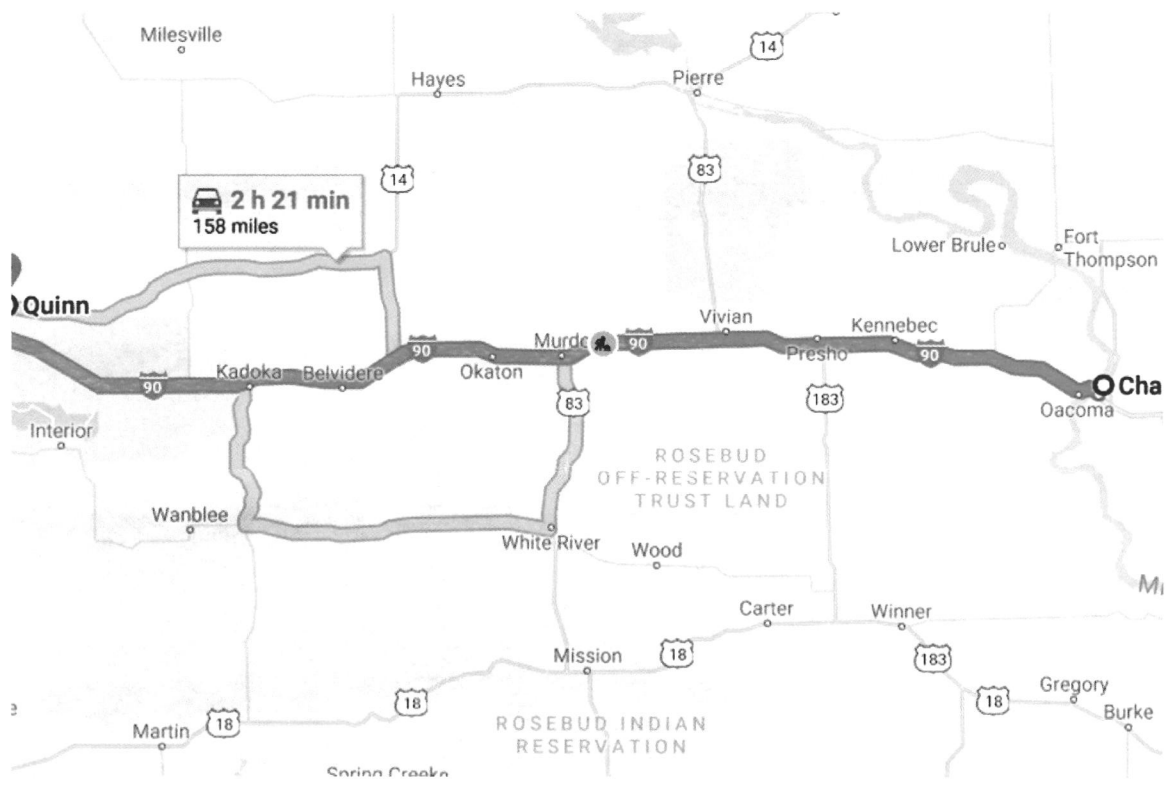
Date _____

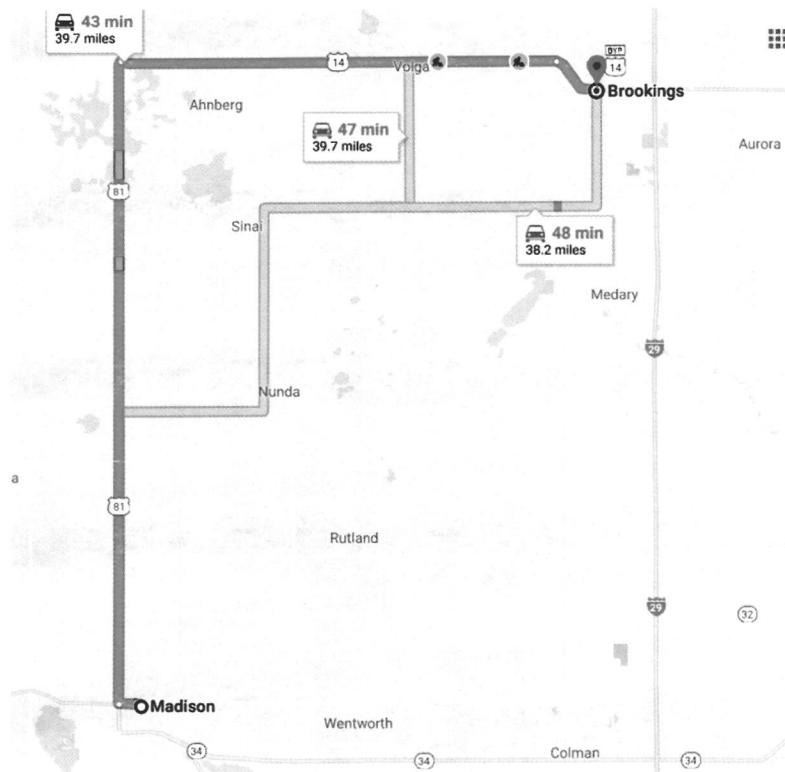
RECEIVED

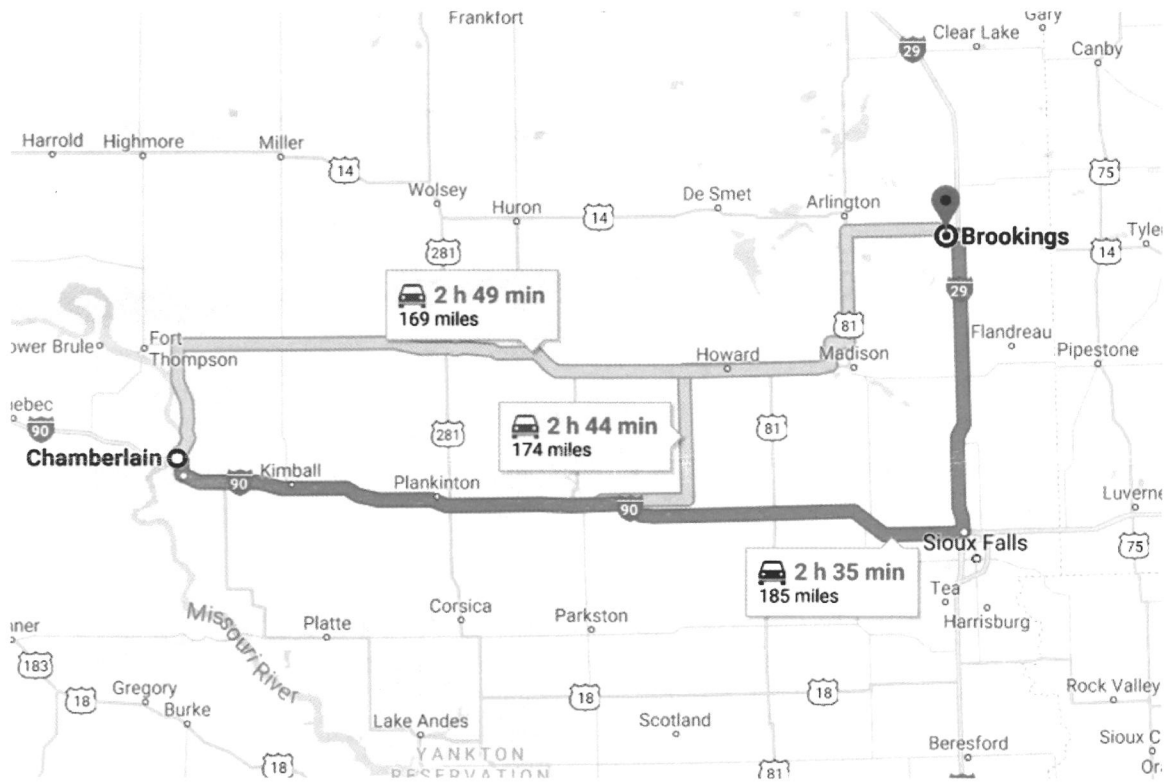
NOV 19 2018

Dept of Game, Fish & Parks
Pierre, SD 57501









Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11-06-2018 Agency: SDGFP
Agency Address: 523 E Capitol Ave Pierre, SD 57501
Agency Phone Number: 605-773-3337
Employee Requesting Reimbursement: Daniel Dirks
Total Amount of Reimbursement: \$726.00
Date(s) of Expense: October 1, 2018 thru October 31, 2018
Event Leave Time: 5:30AM Event Return Time: 1:30PM
Explanation of official business performed: Attending field training and performing
WCO Duties

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

[Signature]
Signature of Employee

11-6-2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Kelly R. Hepler
Name of Department/Office Head

Cabinet Secretary
Position/Title of Agency Official

[Signature]
Signature of Department/Office Head

12/3/18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

[illegible]

726.

Date _____

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11/30/2018 Agency: SDGFP
Agency Address: 523 E. Capitol Ave
Agency Phone Number: 605-773-3387
Employee Requesting Reimbursement: Dylan Peterson
Total Amount of Reimbursement: ~~547.64~~ 547.64
Date(s) of Expense: 11/01/2018 thru 11/30/2018
Event Leave Time: 5:00 A Event Return Time: 12:01 A
Explanation of official business performed: attend required law enforcement training

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Dylan Peterson
Signature of Employee

11/30/2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Kelly R. Hepler
Name of Department/Office Head

Cabinet Secretary
Position/Title of Agency Official

K R H
Signature of Department/Office Head

12/3/18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

20692306

PURPOSE OF TRAVE To conduct the duties of a Conservation Officer Trainee in the State of South Dakota. 	Subtotals			\$0.00	\$467.00	192.00	\$80.64	\$0.00	\$0.00	
		Grand Total								\$547.64
		Apply to Advance								
		AMOUNT REIMBURSABLE								547.64

Authorization Suzanne 12/08/16 Date



22108 plum creek place sd to Rapid City SD



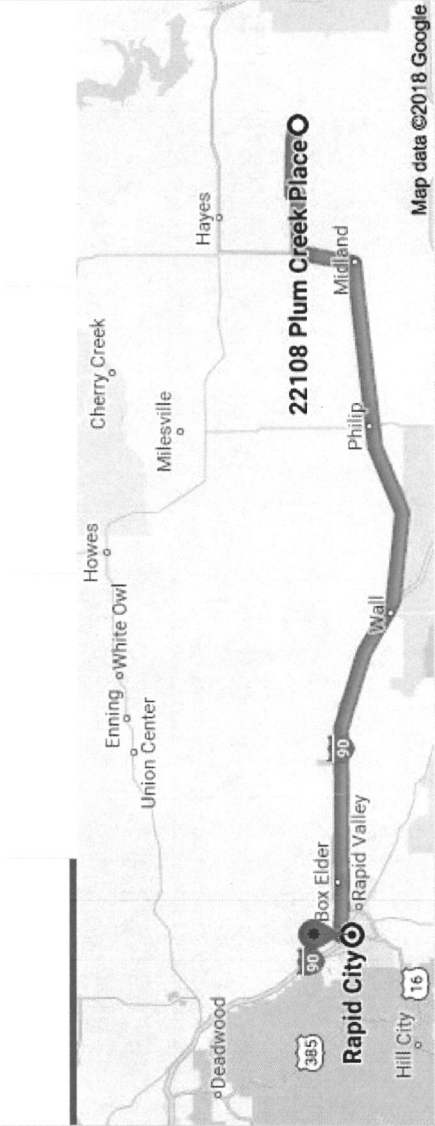
Sign in

- All
- Maps
- Images
- Shopping
- News
- More
- Settings
- Tools

About 3,810 results (0.79 seconds)

22108 Plum Creek Pl, Fort Pierre, SD 57532

Rapid City, South Dakota



2 h 24 min (142.7 mi) via US-14 W and I-90 W

Directions

3 h 6 min (185.8 mi) via SD-34 W

3 h 15 min (192.4 mi) via SD-34 W and I-90 E

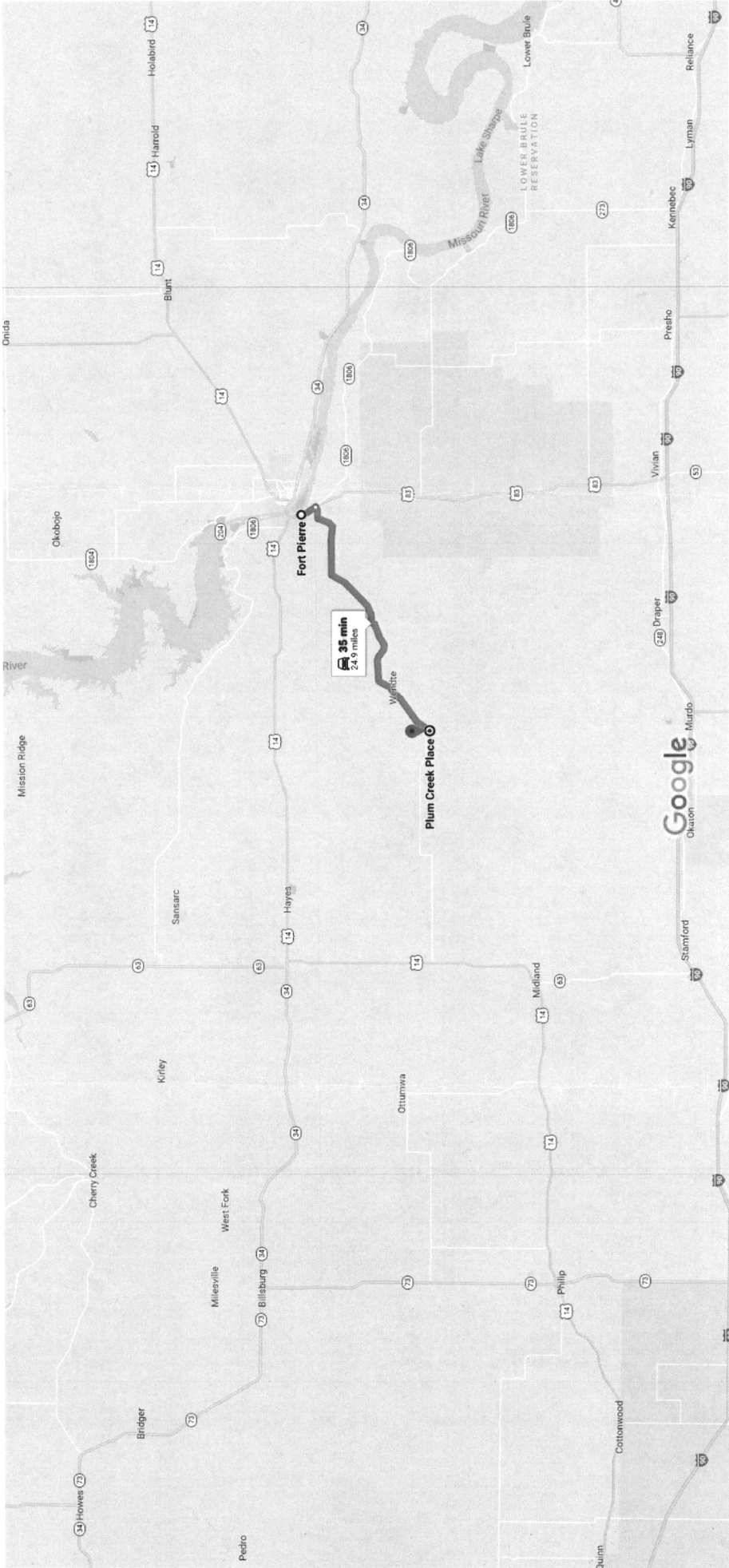
Rapid City, South Dakota White Pages ... - Phonesbook.com

www.phonesbook.com > Rapid City White Pages

Rapid City, South Dakota White Pages: CALDWELL - CALDWELL ... CALDWELL, SHARON K, 22108 PLUM CREEK PL, FORT PIERRE, SD 57532, Sharon K ...

Fort Pierre, South Dakota 57532 to Plum Creek Pl, South Stanley, SD

Drive 24.9 miles, 35 min



via Bad River Rd

Fastest route

35 min

24.9 miles



Office of the State Auditor

Steven J. Barnett, State Auditor

Jason Lutz, Deputy State Auditor

500 East Capitol Avenue, Pierre, SD 57501-5070
Telephone: (605) 773-3341 • Fax: (605) 773-5929
www.sdauditor.gov

Delayed Travel Reimbursement Request

Pursuant to the following Administrative Rule of South Dakota, a voucher received by the Office of the State Auditor after 60 days of the last day of a claimant's travel must be accompanied with this form. The below information must be completed and authorized by the agency official listed in the rule.

3:05:03:03.1. Voucher submission timing. A claim for travel expenses must be received by the state auditor within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the head of a state agency, bureau, or any other unit or organization of state government; constitutional officer; or elected official of the office from which the claimant is seeking reimbursement. If the claimant is a department secretary or bureau commissioner, the form must be signed by the Governor.

General Authority: SDCL 4-9-1.1.

Law Implemented: SDCL 3-9-8, 4-9-1.1.

Claimant name: Dylan Peterson

Invoice number: 2009R806

Reason for delay: Home Duty reimbursement process

Dyl Peterson
Claimant Signature

Date

K. R. Lutz
Agency Official Authorization

12/3/18
Date

Game Fish and Parks

VOUCHER

Direct Invoice

Beth

AP

EMPLOYEE EXPENSE WORKSHEET 1

EWS-1T

NEXT FUNCTION: _____ ACTION: _____ 12/03/2018 11:27:24

REQUEST: _____

=====

EMP VOUCHER NBR: _____ Z069RB06 DATE: 11/30/2018 MODEL: _____

EMP SHORT NAME : PETERSONDYLANR_ PETERSON, DYLAN R CURR: _____

EMPLOYEE NUMBER: _____ 157854 _____ FORT PIERRE CM/DM : I

TRAVEL BEG DATE: _____ 11/01/2018 _____ APPROVAL NBR: _____ MULTI PYMT: N

TERMS CODE: _____ PYMT DUE DATE: 12/03/2018 DO NOT USE : _____

REMIT MSG: _____ TRAVEL FROM 11/01-11/30/2018 _____

SIGNATURE APPR CD: _____

LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER PROJ-CO NUMBER
VAT QUANTITY UNIT ITEM NUMBER ITEM DESCR PRORATE (T F A D) USE 99 IRC

0001 _____ 80.64 001 3122 52030300 _____ 0610520 _____

_____ 192 _____ N N N N _____

0002 _____ 467.00 001 3122 52031500 _____ 0610520 _____

_____ N N N N _____

0003 _____

0004 _____

: _____ : _____
: _____ GROSS AMOUNT: _____ 547.64 _____

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

Authorization

Date

12/03/2018

Authorization

Date

Leidholt, Beth

From: Petersen, Chris
Sent: Thursday, November 29, 2018 4:33 PM
To: Leidholt, Beth
Subject: Fwd: Trainee Updated letters to attach to vouchers

From: "McFarland, David" <David.McFarland@state.sd.us>
Date: November 28, 2018 at 4:35:14 PM CST
To: "Petersen, Chris" <Chris.Petersen@state.sd.us>
Subject: RE: Trainee Updated letters to attach to vouchers

Chris, this is approved. - Dave

David McFarland

Director
Fleet & Travel Management
Bureau of Administration
(605) 773-6550 Work
(605) 295-1240 Mobile
David.McFarland@state.sd.us
Pierre, SD 57501
<https://boa.sd.gov/fleet-travel...>



From: Petersen, Chris
Sent: Wednesday, November 28, 2018 9:21 AM
To: McFarland, David <David.McFarland@state.sd.us>
Subject: FW: Trainee Updated letters to attach to vouchers

Hello David,

Below is a string of emails between the SD Department of Game, Fish & Parks and Fleet & Travel. Historically GFP has asked and received approval from Fleet & Travel to use the higher mileage (personal vehicle use) rate for a small group of GFP employees. Specifically, GFP is requesting high mileage rate approval for conservation officer trainees when they use personal vehicles to travel to field training locations.

With John DeLoache's retirement the State Auditors Office has asked GFP to reacquire high mileage rate approval from Fleet & Travel. If you have any questions feel free to contact me anytime. Thanks.

Chris

Chris Petersen | Finance Officer
South Dakota Game, Fish and Parks
523 East Capitol Avenue | Pierre, SD 57501
605.773.3396 | Chris.Petersen@state.sd.us



From: DeLoache, John
Sent: Tuesday, April 25, 2017 7:53 AM
To: Petersen, Chris
Cc: Leidholt, Beth
Subject: RE: Trainee Updated letters to attach to vouchers

High Mileage POV-1 is approved for the below request.

John DeLoache

Director
SD Fleet & Travel Management
c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
john.deloache@state.sd.us

From: Petersen, Chris
Sent: Monday, April 24, 2017 10:31 PM
To: DeLoache, John
Cc: Leidholt, Beth
Subject: RE: Trainee Updated letters to attach to vouchers

Hi John,

Below is a request from GFP back in 2015 asking for high mileage rate approval for GFP conservation officer trainees when using personal vehicles to travel to field training locations. The State Auditor's Office is asking for this long standing authorization to again be re-approved by Fleet & Travel. Would you approve of continuing the practice for our GFP trainees? Thanks.

Chris

Chris Petersen
Finance Officer
South Dakota Department of Game, Fish & Parks
605-773-3396

From: DeLoache, John
Sent: Tuesday, March 10, 2015 12:44 PM
To: Petersen, Chris
Subject: RE: Trainee Updated letters to attach to vouchers

Yes POV-1 High Mileage is granted as per the attached request for the Field Training of new trainees as required.

John DeLoache

Director
SD Fleet & Travel Management

c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
john.deloache@state.sd.us

From: Petersen, Chris
Sent: Tuesday, March 10, 2015 11:56 AM
To: DeLoache, John
Cc: Tentinger, Jeremy; Alban, Andy
Subject: FW: Trainee Updated letters to attach to vouchers

Hey John,

Years ago GFP got approval from Fleet & Travel authorizing the Department to reimburse conservation officer trainees, at the high mileage rate, for use of their personal vehicles when driving to field training locations. The approval in 2005 is attached. Conservation Officer field training is provided by a veteran conservation officer at the officer's home duty station. Field training normally involves travel and a six week stay for the trainee. During the six week training stay, use of the trainee's personal vehicle removes concerns related to non-duty time and potential misuse of state owned vehicles. GFP would like to request continued authorization to reimburse conservation officer trainees at the high mileage rate. Thanks for the consideration.

Chris

*Chris Petersen
Director of Administration
South Dakota Department of Game, Fish & Parks
605-773-3396*

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11-30-2018 Agency: Game, Fish and Parks
Agency Address: 523 E Capitol Ave Pierre, SD 57501
Agency Phone Number: (605) 223-7660
Employee Requesting Reimbursement: Jacob Schwind (162458)
Total Amount of Reimbursement: \$916.36
Date(s) of Expense: 11-1-18 to 11-30-18
Event Leave Time: 6am Event Return Time: 8pm
Explanation of official business performed: LE Training for Conservation Officer

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Jacob Schwind
Signature of Employee

11-30-18
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Kelly B. Hepler
Name of Department/Office Head

Cabinet Secretary
Position/Title of Agency Official

K B Hepler
Signature of Department/Office Head

12/3/18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

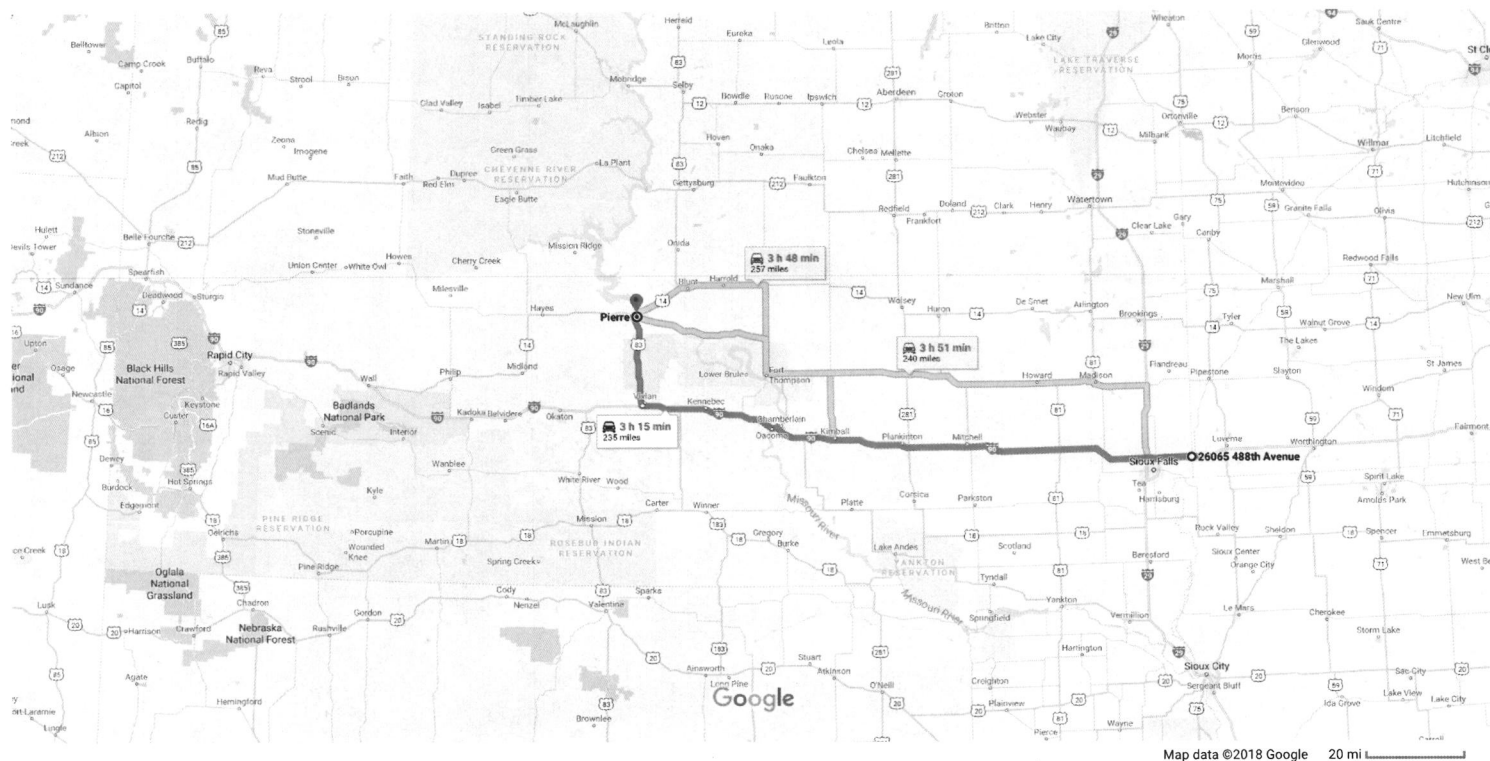
2049RBO4

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further agree to comply with the provision of the Civil Rights Act of 1964 and regulations issued thereunder relating to nondiscrimination in Federally assisted programs.

Date _____

Google Maps 26065 488th Ave, Valley Springs, SD 57068 to Pierre, SD 57501

Drive 235 miles, 3 h 15 min

**26065 488th Ave**

Valley Springs, SD 57068

- ↑ 1. Head east on I-90 E
 ⓘ Entering Minnesota
 0.9 mi
- ↘ 2. Take exit 1 for MN-23/County Road 17 toward Jasper/Pipestone
 0.2 mi
- ↶ 3. Turn left onto MN-23 E
 0.1 mi
- ↶ 4. Turn left to merge onto I-90 W
 ⓘ Entering South Dakota
 200 mi
- ↘ 5. Take exit 212 for US-83/SD-53
 0.3 mi
- ↘ 6. Turn right onto US-83 N
 33.8 mi

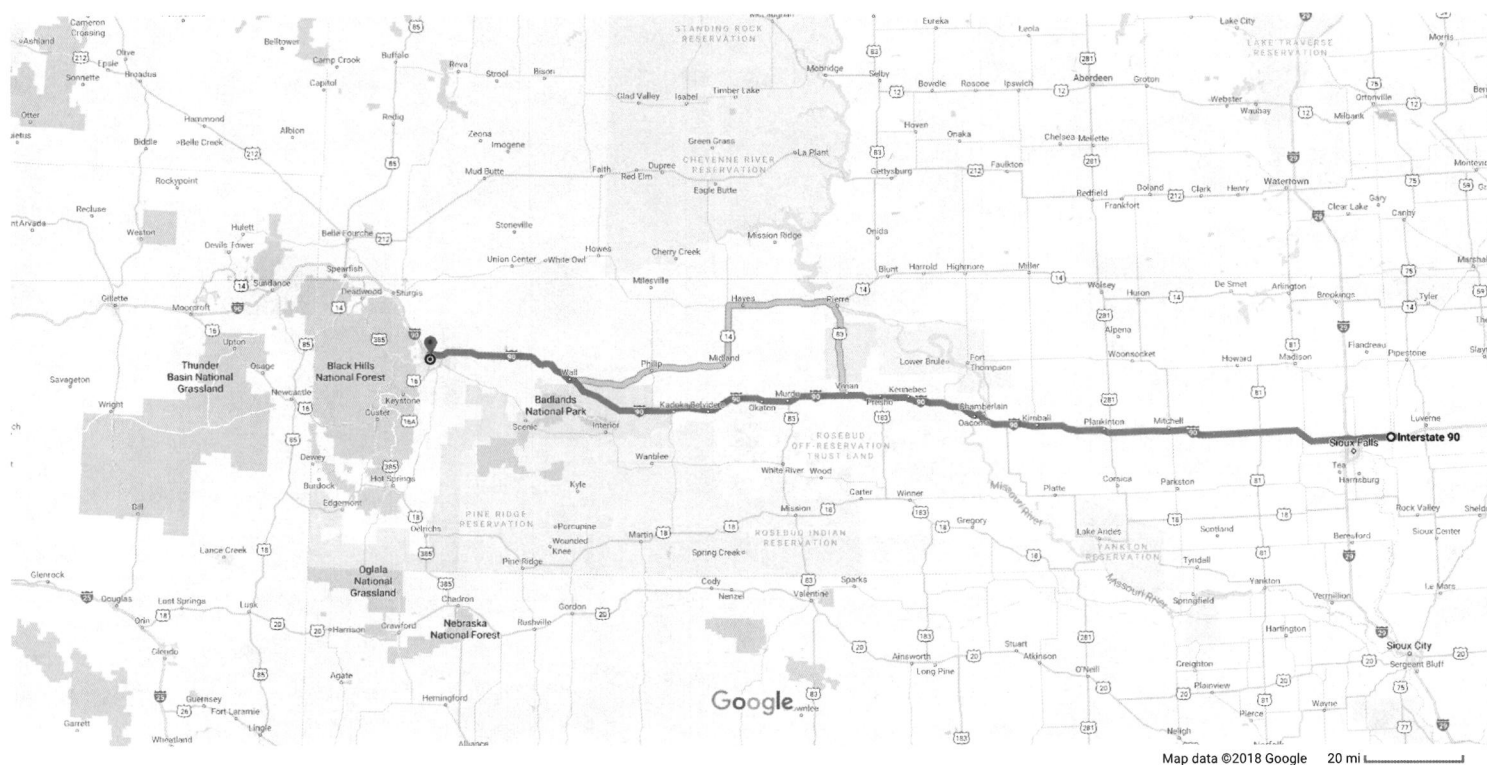
Pierre

South Dakota 57501

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps I-90, Valley Springs, SD 57068 to Rapid City, South Dakota

Drive 359 miles, 4 h 55 min



I-90

Valley Springs, SD 57068

- ↑ 1. Head northeast toward I-90 E
12 s (0.1 mi)

Follow I-90 W to I-190 S/US-16 W in Rapid City. Take exit 57 from I-90 W

4 h 53 min (357 mi)

- ⤴ 2. Merge onto I-90 E
① Entering Minnesota
1.0 mi
- ↘ 3. Take exit 1 for MN-23/County Road 17 toward Jasper/Pipestone
0.2 mi
- ↶ 4. Turn left onto MN-23 E
0.1 mi
- ⤴ 5. Turn left to merge onto I-90 W
① Entering South Dakota
355 mi
- ↘ 6. Take exit 57 for I-190/US-16 toward B.H. National Forest/Mt Rushmore/Downtown
0.5 mi

Continue on I-190 S/US-16 W. Drive to Mt Rushmore Rd

4 min (1.7 mi)

- ↑ 7. Continue onto I-190 S/US-16 W
1.3 mi
- ↶ 8. Use the 2nd from the left lane to turn left onto SD-44 E/Omaha St
0.2 mi
- ↘ 9. Turn right at the 1st cross street onto Mt Rushmore Rd
0.2 mi

Rapid City

South Dakota



Office of the State Auditor

Steven J. Barnett, State Auditor

Jason Lutz, Deputy State Auditor

500 East Capitol Avenue, Pierre, SD 57501-5070
Telephone: (605) 773-3341 • Fax: (605) 773-5929
www.sdauditor.gov

Delayed Travel Reimbursement Request

Pursuant to the following Administrative Rule of South Dakota, a voucher received by the Office of the State Auditor after 60 days of the last day of a claimant's travel must be accompanied with this form. The below information must be completed and authorized by the agency official listed in the rule.

3:05:03:03.1. Voucher submission timing. A claim for travel expenses must be received by the state auditor within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the head of a state agency, bureau, or any other unit or organization of state government; constitutional officer; or elected official of the office from which the claimant is seeking reimbursement. If the claimant is a department secretary or bureau commissioner, the form must be signed by the Governor.

General Authority: SDCL 4-9-1.1.

Law Implemented: SDCL 3-9-8, 4-9-1.1.

Claimant name:

Jacob Schwint

Invoice number:

201698804

Reason for delay:

Home Duty reimbursement process.

Jacob Schwint

Claimant Signature

Date

Agency Official Authorization

Date

12/3/15

Game Fish and Parks

VOUCHER

Direct Invoice

Beth

AP

EMPLOYEE EXPENSE WORKSHEET 1

EWS-1T

NEXT FUNCTION: _____ ACTION: _____ 12/03/2018 11:23:41

REQUEST: _____

=====

EMP VOUCHER NBR: _____ Z069RB04 DATE: 11/30/2018 MODEL: _____

EMP SHORT NAME : SCHWINTJACOB SCHWINT, JACOB CURR: _____

EMPLOYEE NUMBER: _____ 162458 FRIDLEY CM/DM : I

TRAVEL BEG DATE: _____ 11/01/2018 APPROVAL NBR: _____ MULTI PYMT: N

TERMS CODE: _____ PYMT DUE DATE: 12/03/2018 DO NOT USE : _____

REMIT MSG: _____ TRAVEL FROM 11/01-11/30/2018 _____

SIGNATURE APPR CD: _____

LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER PROJ-CO NUMBER

VAT QUANTITY UNIT ITEM NUMBER ITEM DESCR PRORATE (T F A D) USE 99 IRC

0001 _____ 444.36 001 3122 52030300 _____ 0610520 _____

_____ 1058 _____ N N N N _____

0002 _____ 472.00 001 3122 52031500 _____ 0610520 _____

_____ N N N N _____

0003 _____

0004 _____

: _____ : _____

: _____ GROSS AMOUNT: _____ 916.36 O

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

Authorization

Date

12/03/2018

Authorization

Date

Leidholt, Beth

From: Petersen, Chris
Sent: Thursday, November 29, 2018 4:33 PM
To: Leidholt, Beth
Subject: Fwd: Trainee Updated letters to attach to vouchers

From: "McFarland, David" <David.McFarland@state.sd.us>
Date: November 28, 2018 at 4:35:14 PM CST
To: "Petersen, Chris" <Chris.Petersen@state.sd.us>
Subject: RE: Trainee Updated letters to attach to vouchers

Chris, this is approved. - Dave

David McFarland

Director
Fleet & Travel Management
Bureau of Administration
(605) 773-6550 Work
(605) 295-1240 Mobile
David.McFarland@state.sd.us
Pierre, SD 57501
<https://boa.sd.gov/fleet-travel...>



From: Petersen, Chris
Sent: Wednesday, November 28, 2018 9:21 AM
To: McFarland, David <David.McFarland@state.sd.us>
Subject: FW: Trainee Updated letters to attach to vouchers

Hello David,

Below is a string of emails between the SD Department of Game, Fish & Parks and Fleet & Travel. Historically GFP has asked and received approval from Fleet & Travel to use the higher mileage (personal vehicle use) rate for a small group of GFP employees. Specifically, GFP is requesting high mileage rate approval for conservation officer trainees when they use personal vehicles to travel to field training locations.

With John DeLoache's retirement the State Auditors Office has asked GFP to reacquire high mileage rate approval from Fleet & Travel. If you have any questions feel free to contact me anytime. Thanks.

Chris

Chris Petersen | Finance Officer
South Dakota Game, Fish and Parks
523 East Capitol Avenue | Pierre, SD 57501
605.773.3396 | Chris.Petersen@state.sd.us



From: DeLoache, John
Sent: Tuesday, April 25, 2017 7:53 AM
To: Petersen, Chris
Cc: Leidholt, Beth
Subject: RE: Trainee Updated letters to attach to vouchers

High Mileage POV-1 is approved for the below request.

John DeLoache

Director
SD Fleet & Travel Management
c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
john.deloache@state.sd.us

From: Petersen, Chris
Sent: Monday, April 24, 2017 10:31 PM
To: DeLoache, John
Cc: Leidholt, Beth
Subject: RE: Trainee Updated letters to attach to vouchers

Hi John,

Below is a request from GFP back in 2015 asking for high mileage rate approval for GFP conservation officer trainees when using personal vehicles to travel to field training locations. The State Auditor's Office is asking for this long standing authorization to again be re-approved by Fleet & Travel. Would you approve of continuing the practice for our GFP trainees? Thanks.

Chris

Chris Petersen
Finance Officer
South Dakota Department of Game, Fish & Parks
605-773-3396

From: DeLoache, John
Sent: Tuesday, March 10, 2015 12:44 PM
To: Petersen, Chris
Subject: RE: Trainee Updated letters to attach to vouchers

Yes POV-1 High Mileage is granted as per the attached request for the Field Training of new trainees as required.

John DeLoache

Director
SD Fleet & Travel Management

c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
john.deloache@state.sd.us

From: Petersen, Chris
Sent: Tuesday, March 10, 2015 11:56 AM
To: DeLoache, John
Cc: Tentinger, Jeremy; Alban, Andy
Subject: FW: Trainee Updated letters to attach to vouchers

Hey John,

Years ago GFP got approval from Fleet & Travel authorizing the Department to reimburse conservation officer trainees, at the high mileage rate, for use of their personal vehicles when driving to field training locations. The approval in 2005 is attached. Conservation Officer field training is provided by a veteran conservation officer at the officer's home duty station. Field training normally involves travel and a six week stay for the trainee. During the six week training stay, use of the trainee's personal vehicle removes concerns related to non-duty time and potential misuse of state owned vehicles. GFP would like to request continued authorization to reimburse conservation officer trainees at the high mileage rate. Thanks for the consideration.

Chris

Chris Petersen
Director of Administration
South Dakota Department of Game, Fish & Parks
605-773-3396

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 12-19-18 Agency: South Dakota Game Fish & Parks
Agency Address: 523 East Capitol Ave Pierre, SD 57501
Agency Phone Number: 773-3381
Employee Requesting Reimbursement: Lucas Bradley Strong
Total Amount of Reimbursement: \$714.22
Date(s) of Expense: 11-13-19 → 12-9-19
Event Leave Time: 2pm Event Return Time: 8:30pm
Explanation of official business performed: LET Expenses & Meals. Travel

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

J. B. Strong
Signature of Employee

12-19-18
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Kelly R. Hepler
Name of Department/Office Head

Cabinet Secretary
Position/Title of Agency Official

B. R. Hu
Signature of Department/Office Head

12/19/2018
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.



Office of the State Auditor

Steven J. Barnett, State Auditor

Jason Lutz, Deputy State Auditor

500 East Capitol Avenue, Pierre, SD 57501-5070

Telephone: (605) 773-3341 • Fax: (605) 773-5929

www.sdauditor.gov

Delayed Travel Reimbursement Request

Pursuant to the following Administrative Rule of South Dakota, a voucher received by the Office of the State Auditor after 60 days of the last day of a claimant's travel must be accompanied with this form. The below information must be completed and authorized by the agency official listed in the rule.

3:05:03:03.1. Voucher submission timing. A claim for travel expenses must be received by the state auditor within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the head of a state agency, bureau, or any other unit or organization of state government; constitutional officer; or elected official of the office from which the claimant is seeking reimbursement. If the claimant is a department secretary or bureau commissioner, the form must be signed by the Governor.

General Authority: SDCL 4-9-1.1.

Law Implemented: SDCL 3-9-8, 4-9-1.1.

Claimant name: Lucas Strong

Invoice number: 20090804

Reason for delay: Home Duty reimbursement process

A. B. Strong
Claimant Signature

Date

G. R. Ku
Agency Official Authorization

12/19/2018
Date

STATE OF SOUTH DAKOTA
TRAVEL PAYMENT DETAIL

NAME Lucas Strong
ADDRESS _____

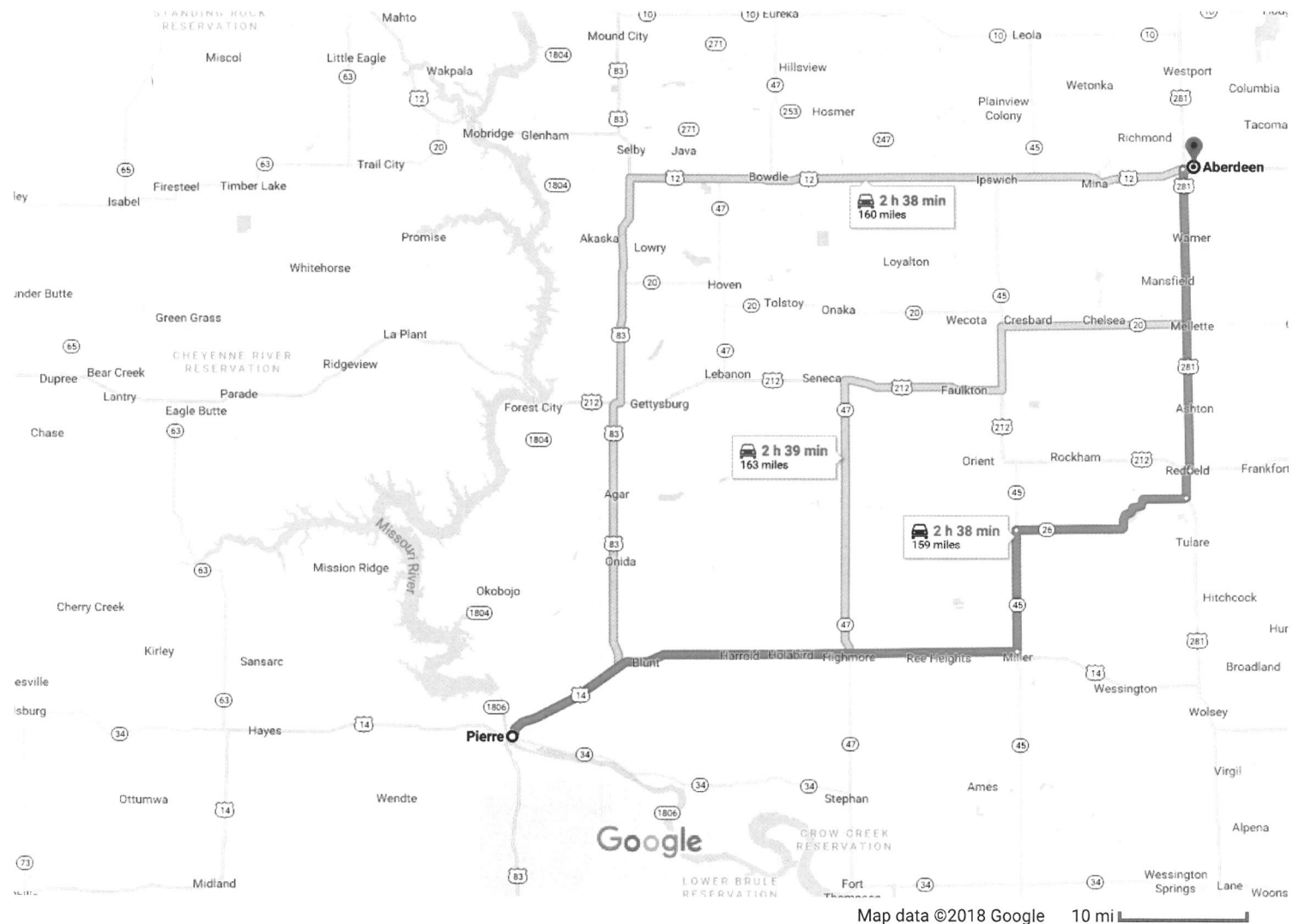
ORGANIZATION Game Fish and Parks
BUDGET ENTITY 0610520




Invoice ID		Date	Employee No		Return Date		Adv	Exp	License No.	Home Station	
Z069RB04		11/13/2018	157485		12/09/2018		N		7-9656A	Pierre	
Dates Mo/Day	Description of Travel, Destination Misc Expense, DOT Coding	Time		Project	Auto	Trans. Cost	Overnight Meals	Non-Over- Ngt Meals	Lodging	Miscellaneous Expense	
		Leave	Return	Code	Miles						
11-13	Travel Aberdeen-Fort Pierre/Pre-Academy	2pm			159	\$66.78	\$15.00				
11-14	Pre-Academy (Fort Pierre)						\$32.00				
11-15	Pre-Academy (Fort Pierre)						\$32.00				
11-16	Travel Fort Pierre/Pre-Academy-Watertown				187	\$78.54	\$15.00				
11-17	Watertown										
11-18	Travel from Watertown- Fort Pierre/Pre-Academy				187	\$78.54	\$15.00				
11-19	Pre-Academy (Fort Pierre)						\$32.00				
11-20	Pre-Academy (Fort Pierre)						\$ 32.00				
11-21	Travel Fort Pierre/Pre-Academy-Aberdeen SD	8:30pm			154	\$64.68	\$15.00				
11-22	Home										
11-23	Home										
11-24	Home										
11-25	Travel Aberdeen-LET (Pierre)	2pm			154	\$64.68	\$15.00				
11-26	LET (Pierre)										
11-27	LET (Pierre)										
11-28	LET (Pierre)										
11-29	LET (Pierre)										
11-30	LET (Pierre)						\$15.00				
12-1	LET (Pierre)						\$32.00				
12-2	LET (Pierre)						\$32.00				
12-3	LET (Pierre)										
12-4	LET (Pierre)										
12-5	LET (Pierre)										
12-6	LET (Pierre)										
12-7	LET (Pierre)						\$15.00				
12-8	LET (Pierre)						\$32.00				
12-9	LET (Pierre)	8:30pm					\$32.00				
	Only claiming 154 miles for 11/21 & 11/25										
								</			

Google Maps

Pierre, SD to Aberdeen, SD 57401

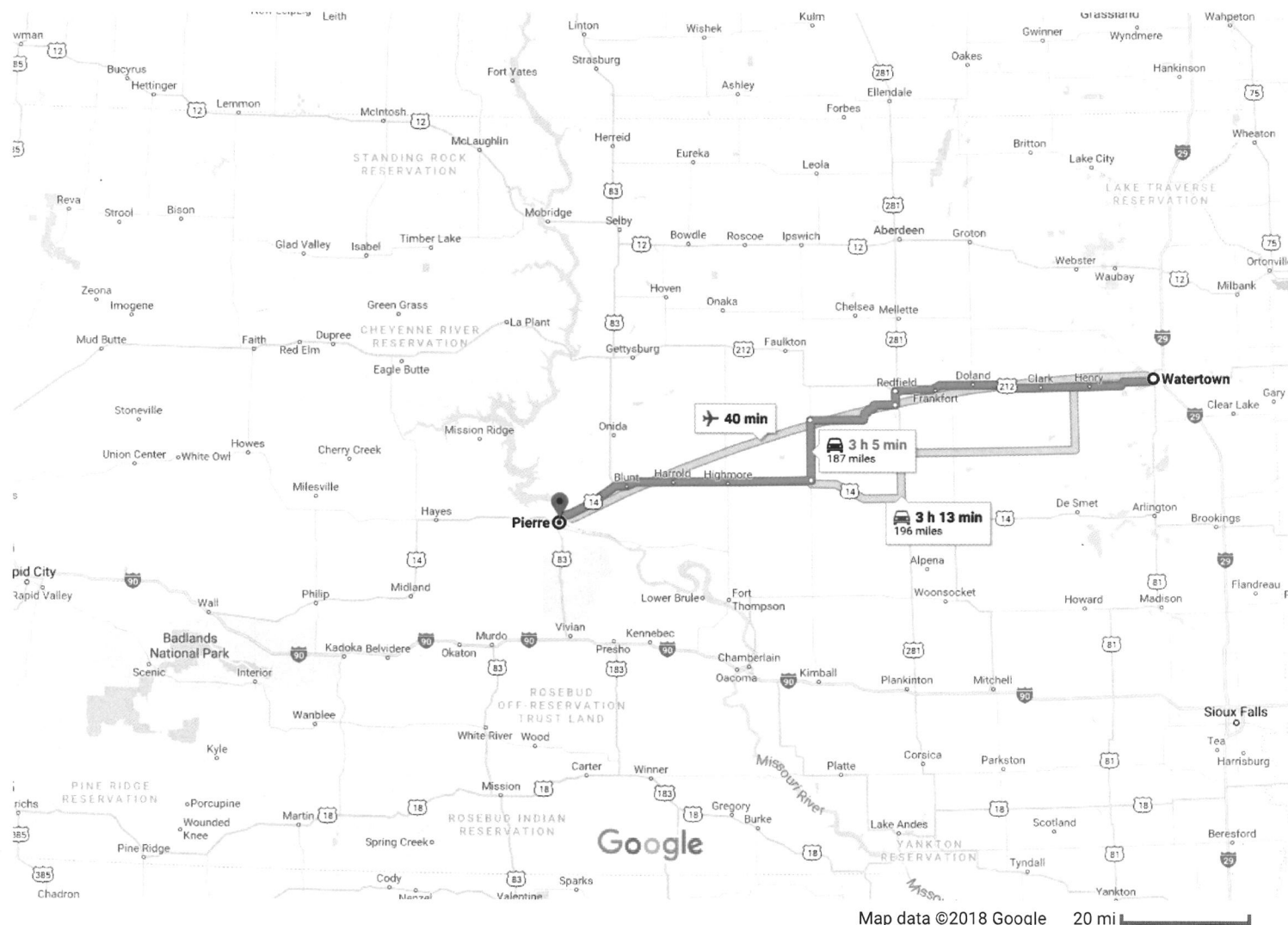
Drive 159 miles, 2 h 38 min



- 
 via US-14 E and US-281 N
 Fastest route, the usual traffic
 2 h 38 min
 159 miles
- 
 via US-83 N and US-12 E
 2 h 38 min
 160 miles
- 
 via US-14 E
 2 h 39 min
 163 miles

Google Maps Watertown, SD to Pierre, SD 57501

Drive 187 miles, 3 h 5 min



Watertown

South Dakota 57201

1. Head south on S Broadway toward 1st Ave SW
2 min (0.7 mi)

Follow US-212 W to SD-26 W in Redfield Township

1 h 14 min (73.6 mi)

2. Turn right onto US-212 W/9th Ave SW
Continue to follow US-212 W
70.0 mi
3. Continue onto US-281 S/W 3rd St
Continue to follow US-281 S
3.5 mi

Continue on SD-26 W to Miller Township

40 min (42.0 mi)

- 4. Turn right onto SD-26 W

25.7 mi

- ⬅ 5. Turn left onto SD-45 S

16.2 mi

Follow US-14 W to S Pierre St in Pierre

1 h 9 min (71.1 mi)

- 6. Turn right onto US-14 W

70.9 mi

- 7. Use the left lane to turn right onto E Pleasant Dr

259 ft

- ⬅ 8. Turn left at the 1st cross street onto S Pierre St

0.1 mi

Pierre

South Dakota 57501

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Game Fish and Parks

VOUCHER

Direct Invoice

Beth

AP

EMPLOYEE EXPENSE WORKSHEET 1

EWS-1T

NEXT FUNCTION: _____ ACTION: _____ 12/14/2018 08:54:23

REQUEST: _____

=====

EMP VOUCHER NBR: _____ Z069RB04 DATE: 12/09/2018 MODEL: _____

EMP SHORT NAME : STRONGLUCAS _____ STRONG, LUCAS CURR: _____

EMPLOYEE NUMBER: _____ 157485 _____ ABERDEEN CM/DM : I

TRAVEL BEG DATE: _____ 11/15/2018 _____ APPROVAL NBR: _____ MULTI PYMT: N

TERMS CODE: _____ PYMT DUE DATE: 12/14/2018 DO NOT USE : _____

REMIT MSG: _____ TRAVEL FROM 11/15-12/09/2018 _____

SIGNATURE APPR CD: _____

LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER PROJ-CO NUMBER

VAT QUANTITY UNIT ITEM NUMBER ITEM DESCR PRORATE (T F A D) USE 99 IRC

0001 _____ 361.00 001 3122 52031500 _____ 0610520 _____

N N N N _____

0002 _____ 353.22 001 3122 52030300 _____ 0610520 _____

841 _____ N N N N _____

0003 _____

0004 _____

: _____ : _____

: _____ GROSS AMOUNT: _____ 714.22 _

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

Authorization

Date

12/14/2018

Authorization

Date

8:24:09 Friday, December 14, 2018

AP

DOCUMENT GENERAL INFORMATION

DGI

NEXT FUNCTION: _____ ACTION: _____ HISTORY: _____ 12/14/2018 08:22:25

=====

PAY ENTITY	:	EMPL	VENDOR/EMP NUMBER:	157485
VEND/EMP SHORT NAME:	STRONGLUCAS		DOCUMENT NUMBER :	Z069RB03
DOC/TRVL RET DATE	:	11/15/2018		

CONTROL NUMBER	:	0603	CONTROL DATE	:	11/19/2018
DOCUMENT TYPE	:	EMPLOYEE	APPLICATION AREA	:	01
DOCUMENT STATUS	:	PD-FULL	DATE ENTERED	:	11/19/2018
CURRENCY CODE	:		DATE LAST UPDATED:	11/26/2018	
GROSS DOC AMOUNT	:	256.84	PROV ACCTG DATE	:	

AMOUNT PAID	:	256.84
APPROVAL NUMBER	:	712492
PO REF/TRVL BEGIN	:	10/09/2018

SIGN APPROVAL CODE :
DATES APPROVED :

REMIT MESSAGE: REIMB LE TRAINING LUCAS STRONG 10/09-11/15/18 SD GFP

Reimbursements only

NO meals claimed

Leidholt, Beth

From: Petersen, Chris
Sent: Thursday, November 29, 2018 4:33 PM
To: Leidholt, Beth
Subject: Fwd: Trainee Updated letters to attach to vouchers

From: "McFarland, David" <David.McFarland@state.sd.us>
Date: November 28, 2018 at 4:35:14 PM CST
To: "Petersen, Chris" <Chris.Petersen@state.sd.us>
Subject: RE: Trainee Updated letters to attach to vouchers

Chris, this is approved. - Dave

David McFarland

Director
Fleet & Travel Management
Bureau of Administration
(605) 773-6550 Work
(605) 295-1240 Mobile
David.McFarland@state.sd.us
Pierre, SD 57501
<https://boa.sd.gov/fleet-travel...>



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With John DeLoache's retirement the State Auditors Office has asked GFP to reacquire high mileage rate approval from Fleet & Travel. If you have any questions feel free to contact me anytime. Thanks.

Chris

Chris Petersen | *Finance Officer*
South Dakota Game, Fish and Parks
523 East Capitol Avenue | Pierre, SD 57501
605.773.3396 | Chris.Petersen@state.sd.us



From: DeLoache, John
Sent: Tuesday, April 25, 2017 7:53 AM
To: Petersen, Chris
Cc: Leidholt, Beth
Subject: RE: Trainee Updated letters to attach to vouchers

High Mileage POV-1 is approved for the below request.

John DeLoache

Director
SD Fleet & Travel Management
c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
john.deloache@state.sd.us

From: Petersen, Chris
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Chris

Chris Petersen
Finance Officer
South Dakota Department of Game, Fish & Parks
605-773-3396

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Subject: RE: Trainee Updated letters to attach to vouchers

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John DeLoache

Director
SD Fleet & Travel Management

c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
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John DeLoache

Director
SD Fleet & Travel Management



DEPARTMENT of GAME, FISH, AND PARKS

20641 SD Highway 1806
Fort Pierre, South Dakota 57532-6100

NOTICE TO STATE AUDITORS

Our conservation officer trainees must attend the DCI training academy in Pierre where the rooms and meals Monday through Friday breakfast are provided by DCI. GFP has elected to pay for all meals that are not served at DCI instead of paying overtime and mileage for our officers to drive back home and return for each weekend and holiday.

For each weekend they will get the following meals:

Friday noon meal and evening meal=\$26*

Saturday= \$32 all day

Sunday= \$32 all day

Total=\$90

*NOTE: Some Fridays they do serve the noon meal if class is in session and so some vouchers will not include a Friday lunch expense entry.

For each holiday they will get the evening meal (night before Holiday) if it falls in the middle of the week, in addition to \$32 for the holiday itself.

If you have any questions, please contact Brandon Gust Law Enforcement Training Supervisor, at 605-480-0485.

Sincerely,

Brandon Gust

Law Enforcement Training Supervisor

Updated 11/2016

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 11/29/18 Agency: GFP
Agency Address: 523 East Capitol Ave Pierre SD 57501
Agency Phone Number: 605-223-7660
Employee Requesting Reimbursement: Page Trana
Total Amount of Reimbursement: \$702.08
Date(s) of Expense: 11-01-18 to 11-29-18
Event Leave Time: 5:00 am Event Return Time: 8:00pm
Explanation of official business performed: To conduct the duties of a
Conservation officer Trainee in the State of
South Dakota.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

11/29/18

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Kelly R. Hepler

Name of Department/Office Head

Cabinet Secretary

Position/Title of Agency Official

Signature of Department/Office Head

Date

12/3/18

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Date _____



directions from rapid city to rush city mn

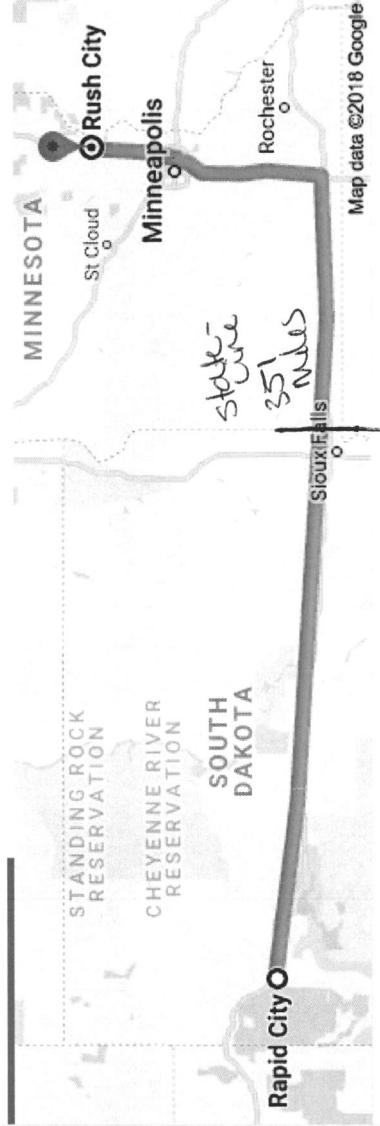


Sign in

- All
- Maps
- News
- Shopping
- Images
- More
- Settings
- Tools

About 6,780,000 results (0.51 seconds)

- Rapid City, South Dakota
- Rush City, Minnesota 55069



9 h 10 min (663.6 mi) via I-90 E

Directions

Driving Directions to Rush City, MN & Road Conditions - MapQuest

<https://www.mapquest.com/directions/to/us/mn/rush-city-282024294>

Driving Directions to Rush City, MN including road conditions, live traffic updates, and reviews of local businesses along the way.

Missing: rapid | Must include: rapid

Rush City, MN - Rush City, Minnesota Map & Directions - MapQuest

<https://www.mapquest.com/us/minnesota/rush-city-mn-282024294>



directions from ft pierre to rush city mn



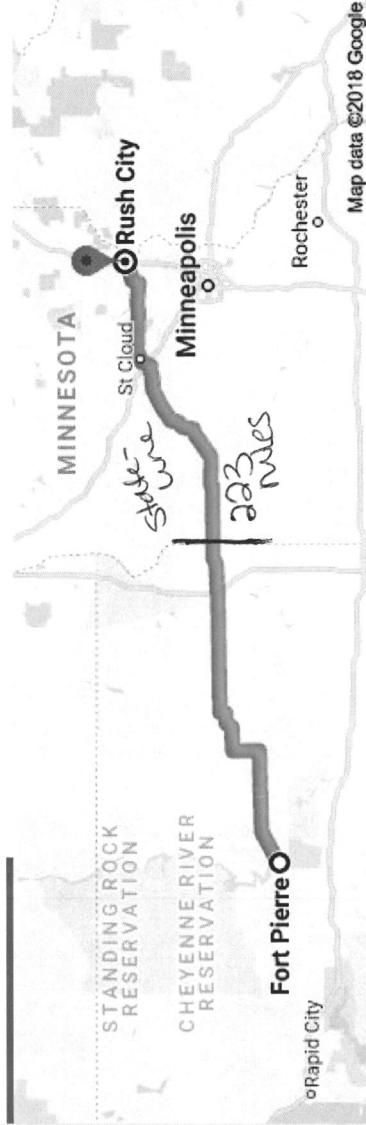
Sign in

All Maps News Shopping Images More Settings Tools

About 5 results (0.57 seconds)

Fort Pierre, South Dakota 57532

Rush City, Minnesota 55069



7 h 29 min (426.7 mi) via US-212 E

Directions

Rush City, MN - Rush City, Minnesota Map & Directions - MapQuest

<https://www.mapquest.com/us/minnesota/rush-city-mn-282024294>

Get directions, maps, and traffic for Rush City, MN. Check flight prices and hotel availability for your visit.

Missing: **ft pierre**

Driving Directions to Rush City, MN & Road Conditions - MapQuest

<https://www.mapquest.com/directions/to/us/mn/rush-city-282024294>

Leidholt, Beth

From: Petersen, Chris
Sent: Thursday, November 29, 2018 4:33 PM
To: Leidholt, Beth
Subject: Fwd: Trainee Updated letters to attach to vouchers

From: "McFarland, David" <David.McFarland@state.sd.us>
Date: November 28, 2018 at 4:35:14 PM CST
To: "Petersen, Chris" <Chris.Petersen@state.sd.us>
Subject: RE: Trainee Updated letters to attach to vouchers

Chris, this is approved. - Dave

David McFarland

Director
Fleet & Travel Management
Bureau of Administration
(605) 773-6550 Work
(605) 295-1240 Mobile
David.McFarland@state.sd.us
Pierre, SD 57501
<https://boa.sd.gov/fleet-travel...>



From: Petersen, Chris
Sent: Wednesday, November 28, 2018 9:21 AM
To: McFarland, David <David.McFarland@state.sd.us>
Subject: FW: Trainee Updated letters to attach to vouchers

Hello David,

Below is a string of emails between the SD Department of Game, Fish & Parks and Fleet & Travel. Historically GFP has asked and received approval from Fleet & Travel to use the higher mileage (personal vehicle use) rate for a small group of GFP employees. Specifically, GFP is requesting high mileage rate approval for conservation officer trainees when they use personal vehicles to travel to field training locations.

With John DeLoache's retirement the State Auditors Office has asked GFP to reacquire high mileage rate approval from Fleet & Travel. If you have any questions feel free to contact me anytime. Thanks.

Chris

Chris Petersen | *Finance Officer*
South Dakota Game, Fish and Parks
523 East Capitol Avenue | Pierre, SD 57501
605.773.3396 | Chris.Petersen@state.sd.us



From: DeLoache, John
Sent: Tuesday, April 25, 2017 7:53 AM
To: Petersen, Chris
Cc: Leidholt, Beth
Subject: RE: Trainee Updated letters to attach to vouchers

High Mileage POV-1 is approved for the below request.

John DeLoache

Director
SD Fleet & Travel Management
c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
john.deloache@state.sd.us

From: Petersen, Chris
Sent: Monday, April 24, 2017 10:31 PM
To: DeLoache, John
Cc: Leidholt, Beth
Subject: RE: Trainee Updated letters to attach to vouchers

Hi John,

Below is a request from GFP back in 2015 asking for high mileage rate approval for GFP conservation officer trainees when using personal vehicles to travel to field training locations. The State Auditor's Office is asking for this long standing authorization to again be re-approved by Fleet & Travel. Would you approve of continuing the practice for our GFP trainees? Thanks.

Chris

Chris Petersen
Finance Officer
South Dakota Department of Game, Fish & Parks
605-773-3396

From: DeLoache, John
Sent: Tuesday, March 10, 2015 12:44 PM
To: Petersen, Chris
Subject: RE: Trainee Updated letters to attach to vouchers

Yes POV-1 High Mileage is granted as per the attached request for the Field Training of new trainees as required.

John DeLoache

Director
SD Fleet & Travel Management

c/o 500 E. Capitol Ave
Pierre, SD 57501-5070
605-773-6550 PH
605-773-3502 FAX
john.deloache@state.sd.us

From: Petersen, Chris
Sent: Tuesday, March 10, 2015 11:56 AM
To: DeLoache, John
Cc: Tentinger, Jeremy; Alban, Andy
Subject: FW: Trainee Updated letters to attach to vouchers

Hey John,

Years ago GFP got approval from Fleet & Travel authorizing the Department to reimburse conservation officer trainees, at the high mileage rate, for use of their personal vehicles when driving to field training locations. The approval in 2005 is attached. Conservation Officer field training is provided by a veteran conservation officer at the officer's home duty station. Field training normally involves travel and a six week stay for the trainee. During the six week training stay, use of the trainee's personal vehicle removes concerns related to non-duty time and potential misuse of state owned vehicles. GFP would like to request continued authorization to reimburse conservation officer trainees at the high mileage rate. Thanks for the consideration.

Chris

*Chris Petersen
Director of Administration
South Dakota Department of Game, Fish & Parks
605-773-3396*



Office of the State Auditor

Steven J. Barnett, State Auditor

Jason Lutz, Deputy State Auditor

500 East Capitol Avenue, Pierre, SD 57501-5070
Telephone: (605) 773-3341 • Fax: (605) 773-5929
www.sdauditor.gov

Delayed Travel Reimbursement Request

Pursuant to the following Administrative Rule of South Dakota, a voucher received by the Office of the State Auditor after 60 days of the last day of a claimant's travel must be accompanied with this form. The below information must be completed and authorized by the agency official listed in the rule.

3:05:03:03.1. Voucher submission timing. A claim for travel expenses must be received by the state auditor within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the head of a state agency, bureau, or any other unit or organization of state government; constitutional officer; or elected official of the office from which the claimant is seeking reimbursement. If the claimant is a department secretary or bureau commissioner, the form must be signed by the Governor.

General Authority: SDCL 4-9-1.1.

Law Implemented: SDCL 3-9-8, 4-9-1.1.

Claimant name:

Raige Trana

Invoice number:

2019RBDU

Reason for delay:

Home Duty reimbursement process

Claimant Signature

Agency Official Authorization

Date

Date

12/2/18

Game Fish and Parks

VOUCHER

Direct Invoice

Beth

AP

EMPLOYEE EXPENSE WORKSHEET 1

EWS-1T

NEXT FUNCTION: _____ ACTION: _____ 11/30/2018 09:47:56

REQUEST: _____

=====

EMP VOUCHER NBR: _____ Z069RB04 DATE: 11/29/2018 MODEL: _____

EMP SHORT NAME : TRANAPAGEE _____ TRANA, PAGE E CURR: _____

EMPLOYEE NUMBER: _____ 162457 _____ RUSH CITY CM/DM : I

TRAVEL BEG DATE: _____ 11/01/2018 _____ APPROVAL NBR: _____ MULTI PYMT: N

TERMS CODE: _____ PYMT DUE DATE: 11/30/2018 DO NOT USE : _____

REMIT MSG: _____ TRAVEL FROM 11/01-11/29/2018 _____

SIGNATURE APPR CD: _____

LINE	AMOUNT/PERCENT	EXP	CO	ACCOUNT	CENTER	PROJ-CO	NUMBER
0001	461.00	001	3122	52031500	0610520		
					NNNN		
0002	241.08	001	3122	52030300	0610520		
	574				NNNN		
0003							
0004							

: _____ : _____

: _____ GROSS AMOUNT: _____ 702.08 R

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

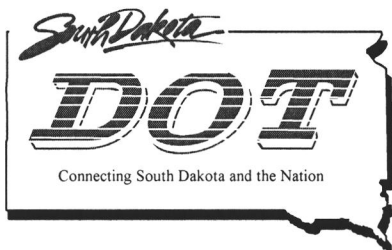
Authorization

Date

11/30/2018

Authorization

Date



Department of Transportation
Division of Finance and Management
700 E Broadway Ave, Pierre, SD 57501-2586
Phone: 605 773-3284 Fax: 605 773-2804

To: Board of Finance
% Secretary of State's Office

From: Kellie Beck, Director – Finance and Management
South Dakota Department of Transportation

Subject: Uncollectible Accounts

Date: January 03, 2018

Attached please find twelve Debt Write Off Requests. Eleven accounts are being written off due to the fact they were returned from the ORC and the statute of limitations of six years has expired for property damages. One of the accounts is being written off due to DOT not prevailing in lawsuit.

Your favorable consideration is requested.

Attachment

Board of Finance Write Offs

Date Delinquent	Account #	Type of Debt	Last Name	First Name	Date of Accident	Principal	Remaining Balance 1241008
06/05/2008	11968	Property Damages	WHITE	CHRISTOPHER	02/17/08	1,790.96	1,324.33
08/09/2009	12315	Property Damages	Floyd	Jack	02/09/2003	298.50	131.83
02/27/2010	12484	Property Damages	Kang	Kang	12/08/2009	646.55	471.56
03/16/2012	13621	Property damages	Russman	Scott	12/22/2011	4,198.52	3,998.51
10/24/2012	13850	Property Damages	Hanson	Katelin	08/18/2012	426.12	71.02
11/17/2012	13864	Property Damages	Treadway	Shaunna	09/15/2012	337.42	252.42
12/01/2012	13870	Property Damages	Rippetoe	Justine	09/30/2012	1,026.12	1,026.12
12/21/2012	13889	Property Damages	Bohlke	Austin	10/13/2012	310.92	310.92
12/28/2012	13896	Property Damages	Rios	Richard	11/12/2012	269.15	269.15
01/05/2013	13907	Property Damages	Higheagle	Adam	11/25/2012	334.58	334.58
01/17/2013	13919	Property Damages	Cavness	Erica	11/09/2012	786.03	786.03
11/02/2009	12359	Copies	Olson & Price, LTD			4,090.25	4,090.25
							13,066.72

Debt Write Off Request

State of South Dakota Board of Finance

When complete, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave., Pierre SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Name: Christopher White

Requested Write Off Amount: \$1,324.33

Date Debt Became Delinquent: 06/05/2008
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$1,790.96

Current Amount Due: \$1,324.33

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: 

Name: Kellie Beck

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date _____

Signature of Secretary, State Board of Finance

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

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Name: Kang Kang

Requested Write Off Amount: \$471.56

Date Debt Became Delinquent: 02/27/2010
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$646.55

Current Amount Due: \$471.56

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: 

Name: Kellie Beck

Agency/Institution: Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

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Name: Scott Russman

Requested Write Off Amount: \$3,998.51

Date Debt Became Delinquent: 03/16/2012

(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$4,198.52

Current Amount Due: \$3,998.51

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: 

Name: Kellie Beck

Agency/Institution: Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

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Office of Secretary of State
500 E Capitol Ave., Pierre SD 57501
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Name: Katelin Hanson

Requested Write Off Amount: \$71.02

Date Debt Became Delinquent: 10/24/2012

(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$426.12

Current Amount Due: \$71.02

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain)

Fiscal Officer Contact Information

Signature:

Name: Kellie Beck

Agency/Institution: Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date _____

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

When complete, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave., Pierre SD 57501
Phone: 605-773-3537

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Name: Shaunna Treadway

Requested Write Off Amount: \$252.42

Date Debt Became Delinquent: 11/17/2012
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$337.42

Current Amount Due: \$252.42

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

- ☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: 

Name: Kellie Beck

Agency/Institution: Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

State of South Dakota Board of Finance

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Office of Secretary of State
500 E Capitol Ave., Pierre SD 57501
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Name: Justine Rippetoe

Requested Write Off Amount: \$1026.12

Date Debt Became Delinquent: 12/01/2012
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$1026.12

Current Amount Due: \$1026.12

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: Kirk

Name: Kellie Beck

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date _____

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

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500 E Capitol Ave., Pierre SD 57501
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Name: Austin Bohlke

Requested Write Off Amount: \$310.92

Date Debt Became Delinquent: 12/21/2012
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$310.92

Current Amount Due: \$310.92

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

- ☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: 

Name: Kellie Beck

Agency/Institution: Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the
State Board of
Finance on _____

Date

Signature of Secretary, State Board of Finance

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

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Name: Adam Higheagle

Requested Write Off Amount: \$334.58

Date Debt Became Delinquent: 01/05/2013
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$334.58

Current Amount Due: \$334.58

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: 

Name: Kellie Beck

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date _____

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

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Name: Erica Cavness

Requested Write Off Amount: \$786.03

Date Debt Became Delinquent: 01/17/2013

(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$786.03

Current Amount Due: \$786.03

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain) _____

Fiscal Officer Contact Information

Signature: 

Name: Kellie Beck

Agency/Institution: Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Debt Write Off Request

State of South Dakota Board of Finance

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Name: Olson & Price, LTD

Requested Write Off Amount: \$4090.25

Date Debt Became Delinquent: 11/02/2009

(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: \$4090.25

Current Amount Due: \$4090.25

Collection Efforts History: DOT did not prevail in lawsuit.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)

☐ Death ☐ Bankruptcy ☐ Under \$25 ☐ Unverifiable ☐ Other Government ☐ Statute of Limitations
☒ Other (explain)

Reason for write off request: ☐ Returned from ORC ☒ Other (explain) DOT did not prevail in lawsuit.

Fiscal Officer Contact Information

Signature:

Name: Kellie Beck

Agency/Institution: Department of Transportation

Address: 700 E Broadway Ave Pierre, SD 57501

Telephone: 605-773-4863

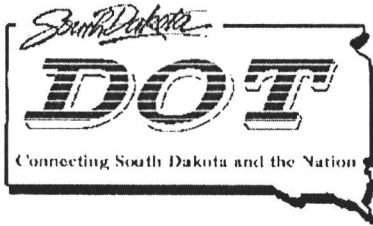
Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date _____

Signature of Secretary, State Board of Finance

**Department of Transportation****Division of Finance and Management**

700 E. Broadway

Pierre

605/773-3265

SD

57501-2586

FAX: 605/773-2804

INVOICE S56802

11/02/2009

Bill to: 12359
OLSON & PRICE, LTD.
1898 LIVINGSTON AVE
WEST ST PAUL, MN 55118

Description	Invoice Amount
059	4,090.25
16,361 COPIES AT \$0.25 EACH FOR UPPER PLAINS CONTRACTING, INC VS. SOUTH DAKOTA DEPT. OF TRANSPORTATION - MINNEHAHA CO	
Subtotal	4,090.25
Misc:	0.00
Tax:	0.00
Less:	0.00
Total:	4,090.25

For questions contact: Stacy Parmely 773-4283 stacy.parmely@state.sd.us

PLEASE CUT ON THE LINE AND SEND WITH YOUR PAYMENT

Remit To:

Finance Office
SD Department of Transportation
700 E Broadway
Pierre SD 57501-2586

12359
OLSON & PRICE, LTD.
1898 LIVINGSTON AVE
WEST ST PAUL, MN 55118
Invoice: Number S56802
Date 11/02/2009
Due Date 12/02/2009
Amount Due 4,090.25

Amount Remitted:

Blair, Joanie

From: Brown, Timothy
Sent: Wednesday, December 26, 2018 11:02 AM
To: Blair, Joanie
Subject: FW: UPCI lawsuit - Olson & Price, LTD.
Attachments: Olson & Price, LTD.pdf

FYI –

Tim -

From: Engle, Karla
Sent: Wednesday, December 26, 2018 9:49 AM
To: Brown, Timothy <Timothy.Brown@state.sd.us>
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

I suggest writing this off, since we did not prevail in the lawsuit.

From: Brown, Timothy
Sent: Friday, December 21, 2018 9:46 AM
To: Engle, Karla <Karla.Engle@state.sd.us>
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

Just one more thing, that is should we send Olson & Price, LTD a billing for copies made, or do you suggest that we write this off?

Thank you.

Tim -

From: Engle, Karla
Sent: Friday, December 21, 2018 9:34 AM
To: Brown, Timothy <Timothy.Brown@state.sd.us>
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

Hi, Tim. This case is closed.

From: Brown, Timothy
Sent: Friday, December 21, 2018 9:29 AM
To: Engle, Karla <Karla.Engle@state.sd.us>
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

Jan asked me to touch base with you on this to see if anything has changed.

Thank you.

Tim -

From: Engle, Karla
Sent: Tuesday, March 14, 2017 10:23 AM
To: Brown, Timothy <Timothy.Brown@state.sd.us>
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

This is currently on appeal to the South Dakota Supreme Court.

From: Brown, Timothy
Sent: Tuesday, March 14, 2017 10:16 AM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

Any more info.

Thanks.

Tim-

From: Engle, Karla
Sent: Monday, May 23, 2016 10:58 AM
To: Brown, Timothy
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

It has been appealed to the South Dakota Supreme Court. So it is still pending.

From: Brown, Timothy
Sent: Monday, May 23, 2016 10:47 AM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

Any info on this yet?

Thanks.

Tim-

From: Brown, Timothy
Sent: Tuesday, January 19, 2016 9:31 AM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

I will be sending out past due notices tomorrow, so just looking for an update. I have "not" been sending them notices.

Thanks.

Tim-

From: Brown, Timothy
Sent: December 15, 2015 10:58 AM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

Just looking for an update.

Thanks.

Tim-

From: Engle, Karla
Sent: April 24, 2015 11:30 AM
To: Brown, Timothy
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

It will be tried this year. kle

From: Brown, Timothy
Sent: Friday, April 24, 2015 11:14 AM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

Thought I would check on this again.

Thanks.

Tim-

From: Engle, Karla
Sent: September 25, 2014 12:53 PM
To: Brown, Timothy
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

Trial is now anticipated in the spring of 2015. Thanks for checking

From: Brown, Timothy
Sent: Thursday, September 25, 2014 8:15 AM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

Has been a while so thought I would check again to see if anything has changed.

Thanks.

Tim-

From: Brown, Timothy
Sent: January 14, 2014 1:24 PM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

Any change?

Thanks.

Tim-

From: Brown, Timothy
Sent: November 21, 2013 2:43 PM
To: Engle, Karla
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

Thanks.

Tim-

From: Engle, Karla
Sent: November 21, 2013 2:11 PM
To: Brown, Timothy
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

We have a hearing tomorrow to set a trial date in this case – it probably won't be tried until this spring. kle

From: Brown, Timothy
Sent: Thursday, November 21, 2013 2:03 PM
To: Engle, Karla
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

Just checking again this month on the status.

Thanks.

Tim-

From: Engle, Karla
Sent: September 20, 2013 11:55 AM
To: Brown, Timothy
Subject: RE: UPCI lawsuit - Olson & Price, LTD.

Nope – still battling!

From: Brown, Timothy
Sent: Friday, September 20, 2013 11:46 AM

To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

Just checking to see if anything has changed.

Thanks.

Tim-

From: Brown, Timothy
Sent: February 20, 2013 2:13 PM
To: Engle, Karla
Subject: FW: UPCI lawsuit - Olson & Price, LTD.

It is past due notice time again so just checking to see if there has been any change.

Thanks.

Tim-

From: Engle, Karla
Sent: November 20, 2012 10:09 AM
To: Brown, Timothy
Subject: UPCI lawsuit

That lawsuit is still pending – please hold off on collection of billing for copies connected with the suit. Thanks!